Wisconsin Court System
LTE Digital Court Reporter
Statewide Court Reporting Pool

The Wisconsin Court System (WCS) is accepting applications for limited-term (LTE) Statewide Digital Court Reporters. These positions are responsible for taking the verbatim record using digital audio recording (DAR) equipment and producing a written transcript of court proceedings upon request. The reporter will take the record remotely from their WCS office and in person when needed.

These positions are expected to expire six months after hire. If extended, limited-term employees cannot exceed 1039 hours of work within a year of employment. This position will not exceed forty (40) hours per week and may include overnight travel to courthouse locations. LTE Digital Court Reporters may be considered for full-time permanent positions as they become available.

LOCATION: Neenah or Waukesha, WI (Statewide Court Reporting Hubs)

SALARY: Competitive wage starting at $25.57 - $35.44/hr with the potential for transcript income. Salary is based on qualifications and previous court reporting experience. Limited-term positions do not qualify for a State of Wisconsin benefit package.

Essential Functions:
1) Digitally records court proceedings either from WCS office or in person when needed. 2) Monitors court proceedings on a multi-channel digital audio recording system (DAR) to ensure each proceeding is accurately captured (confidence monitoring). 3) Logs notes in specialized software. 4) Plays back recorded testimony during hearings upon request. 5) Prepares WCS formatted transcripts upon request using one of the following approved methods: typing into word processing software; steno machine with computer-assisted translation software. 6) Converts prepared transcripts to approved format and e-files into WCS case management system, prints and mails copies upon request.

QUALIFICATIONS:
Required: 1) Demonstrated skill in proofreading, grammar, spelling, composition, and punctuation. 2) Demonstrated keyboarding at 50 wpm minimum. 3) Courses and/or experience in general administration and recordkeeping (paralegal, legal secretary, etc.). 4) Ability to accurately perform transcription of recorded proceedings to a verbatim written record. 5) Ability to maintain professional demeanor and to establish effective working relationships with the assigned judge(s), court clerks and other court personnel, attorneys, and the general public. 6) Ability to consistently maintain a professional demeanor and maintain composure while being exposed to the information that may be presented in criminal, civil, juvenile, or other court proceedings.

Preferred: 1) Training and/or experience in legal terminology and procedures. 2) Certification from the American Association of Electronic Reporters and Transcribers (AAERT) as a Certified Electronic Reporter and/or as a Certified Electronic Transcriber. 3) Work experience as a digital or stenographic court reporter, or as a transcriptionist. 4) Experience using For the Record (FTR) software.

SPECIAL REQUIREMENTS: Employment will require a criminal background check. Must meet the minimum standards for driving a State vehicle. The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY: Please submit a cover letter, resume, and list of references indicating the position to:

Connie Hansen
Manager-Statewide Digital Court Reporting Program
District IV Court Admin Office
2 Neenah Center Suite 300
Neenah, WI 54956-3050
Email: connie.hansen@wicourts.gov
Contact Connie Hansen, Manager of Statewide Digital Court Reporting Program at (920) 808-6050 with questions.

DEADLINE: Multiple positions open. Applications will be accepted until the positions are filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the court system, visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.