



## LTE Official Court Reporter Stenographic/Voice Writer or Digital Sauk County Circuit Court, Branch 2

The Honorable Judge Wendy J.N. Klicko, Sauk County Circuit Court, Branch 2, seeks candidates for a full-time limited-term (LTE) Official Court Reporter. The appointment period for this LTE position is expected to end after 8 months. This position is expected to work 40 hours per week.

**LOCATION:** Baraboo, WI

**SALARY:** Competitive hourly wage in the range of \$25.06 to \$34.74. Limited-term positions do not qualify for a State of Wisconsin benefit package.

### **QUALIFICATIONS:**

**Stenographer/Voice Writer Court Reporter Requirements:** Candidates must meet one of three minimum professional standards to be considered eligible for hire: (1) Graduation from a court reporting school approved by either the National Court Reporters Association (NCRA) or the National Verbatim Reporters Association (NVRA), or (2) Successful completion of the Registered Professional Reporter (RPR) examination administered by the NCRA, or (3) Successful completion of the Certified Verbatim Reporter (CVR) examination administered by the NVRA.

**Digital Court Reporter Requirements:** (1) Training and/or experience in legal terminology and procedures; (2) Courses and/or experience in legal/court administrative and recordkeeping practices (paralegal, legal secretary); (3) Demonstrated English grammar, spelling, composition and punctuation skills; (4) Experience in a court or legal setting; (5) Ability to operate digital audio recording equipment, produce a recording suitable for transcription and transcribe the record. **Preferred:** (1) Certified Electronic Reporter and Transcriber certification from the American Association of Electronic Reporters and Transcribers (or equivalent); (2) Work experience as a digital court reporter.

**SPECIAL REQUIREMENTS:** (1) At least one year of experience working as a court reporter; (2) Employment will require a criminal background check. 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 indicating your preference to be considered for a Stenographer, Voice Writer or Digital Court Reporter, your current resume, and list of references to:

Amber Peterson  
District Court Administrator  
Fifth Judicial District  
215 S Hamilton St Rm 6111  
Madison, WI 53703

**Email:** [Amber.Peterson@wicourts.gov](mailto:Amber.Peterson@wicourts.gov)

Contact Amber Peterson, District Court Administrator at (608) 267-8821 with questions.

**DEADLINE:** Applications will be accepted until position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the courts system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

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