



District Court Reporter Stenographer/Voice Writer or Digital 2nd Judicial District

Applications are now being accepted for a full-time District Court Reporter position in Wisconsin's Second Judicial District.

LOCATION: The District Two Office is located in Racine, WI but court coverage assignments may include travel to any District Two county including Kenosha, Racine, and Walworth counties. The home base for this position may be located in Racine, WI or another District Two county court house with prior approval of the Chief Judge.

SALARY: Competitive annual salary along with transcript fee income and a State of Wisconsin benefits 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: Employment will require a criminal background check.

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:

Louis Moore
District Court Administrator
Second Judicial District
Racine County Courthouse
730 Wisconsin Ave Ste 275
Racine, WI 53403

Email: louis.moore@wicourts.gov

Fax: (262) 636-3437

Contact Louis Moore, District Court Administrator at (262) 636-3133 with questions.

DEADLINE: Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them.

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