



# Digital Court Reporter

Applications are now being accepted for a full-time Digital Court Reporter. This position will primarily be responsible for the verbatim recording and transcription of court proceedings through the use of digital audio recording (DAR) equipment. The reporter will take the record of proceedings both remotely and in person.

**LOCATION:** The office location for this position will be in any of the district office locations, which include Madison, Racine, Waukesha, Oshkosh, La Crosse, Green Bay, Wausau, or Hudson.

**SALARY:** Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package. Salary is based on qualification level and previous court reporting experience.

## QUALIFICATIONS:

**Required:** (1) Demonstrated skill in English grammar, spelling, composition and punctuation; (2) Courses and/or experience in legal/court administrative and recordkeeping practices (paralegal, legal secretary, etc.). (3) Ability to accurately perform the transcription of recorded court proceedings, that reduces the spoken word into a verbatim written record; (4) Ability to maintain a professional demeanor at all times and to establish effective working relationships with the assigned judge(s), the Clerks of Circuit Court and other court personnel, attorneys and the general public. **Preferred:** (1) Training and/or experience in legal terminology and procedures; (2) Certification from the American Association of Electronic Reporters and Transcribers (or equivalent) as a Certified Electronic Reporter and Transcriber; (3) Work experience as a digital or stenographic court reporter, or as a transcriptionist; (4) Experience using For the Record (FTR) software. Full time employees are eligible for the State of Wisconsin benefits package, including a retirement program; optional health, life and disability insurance; plus paid vacation, sick leave, personal days and holidays. For additional information on the Wisconsin Court System, visit our website at [www.wicourts.gov](http://www.wicourts.gov).

**SPECIAL REQUIREMENTS:** Employment will require a criminal background check.

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

Theresa Owens  
Fifth District Court Administrator  
Dane County Courthouse  
215 S. Hamilton St Rm 4102  
Madison, WI 53703

**Email:** [District5DCA@wicourts.gov](mailto:District5DCA@wicourts.gov)

Contact Theresa Owens, District Court Administrator at (608) 267-8821 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. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

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