



District Court Reporter

Digital or Stenographic/Voice Writer

Circuit Court - District 5

Applications are now being accepted for a full-time District Court Reporter position. The selected candidate will provide floating court reporter coverage for the Fifth Judicial District, which includes Dane, Rock, Sauk, Columbia, Green, and Lafayette Counties.

LOCATION: Madison or Janesville, WI

SALARY: Competitive annual salary along with transcript fee income. Full-time employees are eligible for the State of Wisconsin benefits package, including a retirement program, optional health, life and disability insurance, paid vacation, sick leave, personal days and holidays.

QUALIFICATIONS:

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.

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.

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:

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

Email: Amber.Peterson@wicourts.gov

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.

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