



Official Court Reporter Stenographic/Voice Writer or Digital Tenth Judicial District

The Tenth Judicial District, Eau Claire County Circuit Court, Branch 06, seeks candidates for the position of full-time Official Court Reporter. Interested applicants will be presented to the elected Judge for consideration. This position is available starting August 1st, 2022.

LOCATION: Eau Claire, WI

SALARY: Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package.

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 day days and holidays. For additional information on the Wisconsin Court System, visit our website at www.wicourts.gov.

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:

Christopher Channing
Tenth District Court Administrator
1101 Carmichael Rd Ste. 1260
Hudson, WI 54016

Fax: (715) 381 - 4323

Email: christopher.channing@wicourts.gov

Contact Christopher Channing at (651) 402-2337 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.

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