



Official Court Reporter Stenographic/Voice Writer or Digital Winnebago County Circuit Court, Branch 3

The Honorable Judge-elect Bryan Keberlein, Winnebago County Circuit Court, Branch 3, seeks candidates for the position of full-time Official Court Reporter. This position is available until filled. The start date is anticipated to be August, 1 2022.

LOCATION: Winnebago, 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:

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) 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.

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:

Jon J. Bellows
District Court Administrator
4th Judicial District
201 Main Street, Suite 103
Menasha, WI 54952

Email: jon.bellows@wicourts.gov

Contact Jon Bellows, 4th Judicial District Administrator at (920) 424-0028 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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