Applications are now being accepted for a limited-term position to train new digital court reporters on the use of digital court reporting technology, digital reporting of court proceedings, and the preparation of transcripts from digital audio recordings. The individual will be required to create training materials to supplement in-person training. In addition, the individual may also serve as a digital court reporter as needed. This is a new position in the court system.

LOCATION: This position will entail statewide travel in support of the training responsibilities. The headquarters city will be determined based on the candidate pool and resource needs.

SALARY: Competitive salary along with the potential for transcript fee income.

QUALIFICATIONS:

Requirements:
Required: (1) Work experience as a digital court reporter; (2) Experience using courtroom audio monitoring software; (3) Knowledge of best practices in the utilization of digital audio recording in the courtroom; (4) Training and/or experience in legal terminology and procedures; (5) Ability to accurately perform the transcription of recorded court proceedings, that reduces the spoken word into a verbatim written record; (6) Knowledge of various software programs including but not limited to: Microsoft Word, Outlook, and Adobe; (7) Demonstrated skill in English grammar, spelling, composition and punctuation;

Preferred: (1) Certification from the American Association of Electronic Reporters and Transcribers (or equivalent) as a Certified Electronic Court Reporter and Certified Electronic Transcriber; (2) Experience in training adult learners in the use of digital audio recording technology; (3) Experience using FTR Reporter™ software and peripherals.

Special Notes: Employment will require a criminal background check.

TO APPLY: Please submit a cover letter and resume in a single .pdf document indicating the position Digital Court Reporting Trainer (#20-1574) to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE: The initial deadline to apply is December 15, 2019 at 11:59 pm but applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our Web site at www.wicourts.gov.