



Digital Court Reporter Limited Term Appointment Sheboygan County Circuit Court

The Honorable Daniel Borowski, Branch 5, Sheboygan County Circuit Court seeks candidates for the position of limited term Digital Court Reporter.

LOCATION: Sheboygan County Courthouse

SALARY: Competitive salary based on qualification level and previous court reporting experience

RESPONSIBILITIES: Responsible for the verbatim recording and transcription of court proceedings through the use of digital audio recording (DAR) equipment.

QUALIFICATIONS: Required: (1) Training and/or experience in legal terminology and procedures; (2) Ability to operate digital audio recording equipment, produce a recording suitable for transcription and transcribe the record; (3) Courses and/or experience in legal/court administrative and recordkeeping practices (paralegal, legal secretary); (4) Demonstrated English grammar, spelling, composition and punctuation skills; (5) Experience in a court or legal setting. **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.

TO APPLY: Please submit a cover letter, current resume and list of references to:

Jon Bellows
Fourth District Court Administrator
415 Jackson St Rm 510
PO Box 2808
Oshkosh, WI 54903-2808

Fax: (920) 424-0096

Email: jon.bellows@wicourts.gov

For additional information contact Jon Bellows, District Court Administrator, at (920) 424-0028 or jon.bellows@wicourts.gov

DEADLINE: Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them.

EQUAL EMPLOYMENT OPPORTUNITY