



## District Court Reporter (0.50)

### Stenographic/Voice Writer or Digital

#### Circuit Court - District 3

Applications are now being accepted for a part-time District Court Reporter. The selected candidate will work 20 hours per week providing floating court reporter coverage for the Third Judicial District, which includes Dodge, Jefferson, Ozaukee, Washington, and Waukesha Counties.

**LOCATION:** Waukesha, WI

**SALARY:** Competitive hourly wage in the range of \$24.33 to \$33.72 along with transcript fee income. State of Wisconsin benefits package may be available depending on WRS hours. Salary will be determined based on the selected candidate's qualifications and experience.

#### **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) 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.

**SPECIAL REQUIREMENTS:** Employment will require a criminal background check. The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

**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:

Michael Neimon  
District Court Administrator  
Third Judicial District  
515 W. Moreland Blvd. Rm C-345  
Waukesha, WI 53188

**Email:** Michael.Neimon@wicourts.gov

Contact Michael Neimon, District Court Administrator at (262) 548-7210 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](http://www.wicourts.gov).

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