



LTE District Court Reporter

Circuit Court – District 3

Wisconsin Court System

Applications are now being accepted for a limited-term (LTE) District Court Reporter. The selected candidate will provide floating court reporter coverage for the Third Judicial District, which includes Dodge, Jefferson, Ozaukee, Washington, and Waukesha Counties. This position is available starting October 2026.

LOCATION: Waukesha, WI

SALARY: Competitive hourly wage in the range of \$25.57 to \$35.44 along with potential transcript income. Limited-term positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Reports verbatim proceedings of the Court—whether trials, hearings, proceedings, or conferences—by shorthand, stenotype, or other methods. 2) Reports verbatim and transcribes grand jury proceedings, termination of parental rights trials, and other hearings as assigned. 3) Transcribes proceedings into accurate transcripts for purposes of appeal or by order of the court. 4) Identifies participants by name to facilitate reporting and reads aloud statements of participants as requested during proceedings. 5) Prepares and distributes transcripts and related documents. 6) Reviews transcripts for technical accuracy. 7) Reviews documents for compliance to standards set by Wisconsin Court rules. 8) Performs transcribing of court and administrative proceedings on appeal. 9) Provides court reporter coverage for other judges as assigned by the District Court Administrator's Office.

QUALIFICATIONS:

General Requirements: 1) Must have a high school diploma or equivalent. 2) Knowledge of English grammar, punctuation and spelling. 3) Knowledge of legal terminology and procedures, citation formats, and requirements of the Wisconsin Court rules. 4) Skill in organization to permit the production of transcripts within strict time limitations. 5) Skill in working well under pressure. 6) Skill in operating videoconferencing technology to support remote court proceedings. 7) Ability to operate a personal computer with standard applications in a Windows environment. 8) Ability to conduct oneself in a professional manner and promote harmonious working relationships with others including the general public. 9) Ability to understand and follow verbal and written directions. 10) Ability to communicate effectively verbally and in writing. 11) Ability to maintain confidentiality, professional appearance, and demeanor at all times. 12) Ability to be tactful and courteous when dealing with the public, some of whom may be irate or under stress.

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 Preferred Requirements: 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
Third District Court Administrator
515 W. Moreland Blvd Rm AC-113
Waukesha, WI 53188

Email: Michael.Neimon@wicourts.gov

Contact Michael Neimon, District Court Administrator at (262) 548-7209 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.

Notice: Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.