



## **Official Court Reporter Stenographic/Voice Writer or Digital Fifth Judicial District, Branch 01**

The Honorable Judge Todd Hepler, Columbia County Circuit Court, Branch 01, seeks candidates for the position of full-time Official Court Reporter. Realtime proficiency is preferred, but not required.

**LOCATION:** Portage, WI

**SALARY:** Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package.

**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.

**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:

Theresa Owens  
Fifth District Court Administrator  
Dane County Courthouse  
215 S. Hamilton St Rm 4102  
Madison, WI 53703

**Email:** [District5DCA@wicourts.gov](mailto:District5DCA@wicourts.gov)

Contact Theresa Owens, District Court Administrator at (608) 267-8821 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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