



COURT REPORTERS STATE OF WISCONSIN

QUALIFICATIONS: Required Stenographer/Voice Writer Court Reporter: 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.

Postings of court reporter positions can be viewed on the Wisconsin Court's website at www.wicourts.gov/courts/employment/courtreporter.htm

Official Court Reporters - First Judicial Administrative District Milwaukee County

**Branch 31 (full-time position), Judge Hannah Dugan
Branch 5 (full-time position), Judge Mary Kuhnmuensch**

Located in Milwaukee, WI

Contact: Michelle Smith, Manager-Court Reporting Services, (414) 278-3995

To apply: Please submit a cover letter, current resume, and list of references to Michelle Smith, Manager-Court Reporting Services, Milwaukee County Courthouse, Room 609, 901 North 9th Street, Milwaukee, WI, 53233; fax (414) 223-1243; or e-mail michelle.smith@wicourts.gov.

Applications will be accepted until the positions are filled.

Official Court Reporter – Stenograph or Digital - Fifth Judicial Administrative District Lafayette County, Judge Duane M. Jorgenson

Full-time position located in Darlington, WI

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. Preferred: Realtime Proficiency.

Digital Court Reporter Requirements: (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.

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

To apply: Please submit a cover letter indicating your preference to be considered for a Stenographer/Voice Writer or Digital Court Reporter and current resume to Theresa Owens, Fifth District Court Administrator, 215 S Hamilton St, Rm 6111, Madison, WI 53703-3290; fax (608) 283-4940; or email theresa.owens@wicourts.gov

Applications will be accepted until the position is filled

District Court Reporter – 50% - Ninth Judicial Administrative District

**Half-time position based in Marathon County (Wausau, WI) and entails frequent travel to assignments in the following counties:
Florence, Forest, Iron, Langlade, Lincoln, Marathon, Menominee, Oneida, Price, Shawano, Taylor and Vilas.**

Contact: Human Resources Office (608) 266-9795

To apply: Please go to our website <http://www.wicourts.gov/courts/employment/apply.htm> and submit a cover letter and resume (please combine your cover letter and resume to one document) clearly indicating your qualifications and the position title **District 9 Court Reporter (#17-1453)** or send to Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356; FAX (608) 261-8293 or e-mail

human.resources@wicourts.gov

Applications will be accepted until the position is filled.

Official Court Reporter - Ninth Judicial Administrative District Lincoln County, Branch 2, Judge Robert R. Russell

Full-time position located in Merrill, WI

Realtime proficiency is preferred but not required.

Contact: Susan Byrnes, District Court Administrator, (715) 842-3872

To apply: Please submit a cover letter, current resume, and list of references to Susan Byrnes, Ninth District Court Administrator, 2100 Stewart Ave Ste 310, Wausau, WI 54401; fax (715) 845-4523; or e-mail susan.byrnes@wicourts.gov.

Applications will be accepted until the position is filled.

Official Court Reporter - Eighth Judicial Administrative District Outagamie County, Branch 1, Judge Mark J. McGinnis

Full-time position located in Appleton, WI

Realtime proficiency is preferred but not required.

Contact: Thomas Schappa, District Court Administrator, (920) 448-4280

To apply: Please submit a cover letter, current resume, and list of references to: Thomas Schappa, Eighth District Court Administrator, 414 E Walnut St Ste 100, Green Bay, WI 54301-5020; fax (920) 448-4336; or email thomas.schappa@wicourts.gov

Applications will be accepted until the position is filled.