



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 46, David Feiss – Full-time position located in Milwaukee, WI

Milwaukee County, Branch 31, Judge Hannah Dugan - Full-time position 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 –Digital - Fourth Judicial Administrative District

Sheboygan County, Branch 5, Judge Daniel Borowski

Full-time position located in Sheboygan, WI with some other local travel required.

Digital Court Reporter Requirements: Required: (1) Knowledge of various software programs including but not limited to: Microsoft Word, Outlook, and Adobe; (2) Demonstrated skill in English grammar, spelling, composition and punctuation; (3) Ability to accurately perform the transcription of recorded court proceedings, that reduces the spoken word into a verbatim written record; (4) Ability to maintain a professional demeanor at all times and to establish effective working relationships with the assigned judge, the Clerk of Circuit Court and other court personnel, attorneys and the general public. **Preferred:** (1) Training and/or experience in legal terminology and procedures; (2) Certification from the American Association of Electronic Reporters and Transcribers (or equivalent) as a Certified Electronic Reporter and Transcriber; (3) Work experience as a digital or stenographic court reporter, or as a transcriptionist; (4) Courses and/or experience in administrative and recordkeeping practices (paralegal, legal secretary, etc.).

Contact: Jon Bellows, District Court Administrator, (920) 424-0028

To apply: Please submit a cover letter and resume (please combine your cover letter and resume to one document) clearly indicating your qualifications and the position title **Digital Court Reporter**. Please email application materials to jon.bellows@wicourts.gov or send to: Jon Bellows, District Court Administrator, 415 Jackson St., Suite 510, Oshkosh, WI 54903; or FAX to (920) 424-0096.

Applications will be accepted until the position is filled

District Court Reporter – Sixth Judicial Administrative District

Full-time position based in Stevens Point, WI and entails travel to assignments in the following counties: Adams, Clark, Columbia, Dodge, Green Lake, Juneau, Marquette, Portage, Sauk, Waushara and Wood. The home office based in Stevens Point may be changed to another 6th District city with the prior approval of the Chief Judge.

Contact: Human Resources Office (608) 266-9795

To apply: Please 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 6 Court Reporter (#18-1498)** by email to human.resources@wicourts.gov or send to Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356; FAX (608) 261-8293

Applications will be accepted until the position is filled.

District Court Reporter – 50% – Ninth Judicial Administrative District

Part-time position based in Wausau and entails travel to assignments in the following counties: Florence, Forest, Iron, Langlade, Lincoln, Marathon, Menominee, Oneida, Price, Shawano, Taylor, and Vilas. The home office based in Wausau may be changed to another 9th District city with the prior approval of the Chief Judge.

Contact: Human Resources Office (608) 266-9795

To apply: Please 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 (#18-1495)** by email to human.resources@wicourts.gov or send to Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356; FAX (608) 261-8293

Applications will be accepted until the position is filled.

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