



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.

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.

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, Judge Hannah Dugan - Full-time position located in Milwaukee, WI.

Milwaukee County, Branch 34, Judge Glenn Yamahiro - Full-time position located in Milwaukee, WI

Milwaukee County, Branch 16, Judge Michael Dwyer - Half-time/ job share position located in Milwaukee, WI

Milwaukee County, Branch 6, Judge Ellen Brostrom - 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 – Third Judicial Administrative District

Washington County, Branch 3, Judge Todd K. Martens - Part-time 20% job share position located in West Bend, WI

Contact: Mike Neimon, District Court Administrator, (262) 548-7210

To apply: Please submit a cover letter and current resume to: Mike Neimon, Third District Court Administrator, 515 W. Moreland Blvd., Rm. C-359, Waukesha, WI 53188; fax (262) 548-7815; or email michael.neimon@wicourts.gov

Applications will be accepted until the position is filled.

Official Court Reporters - Stenograph or Digital – Tenth Judicial Administrative District

Barron County, Branch 1, Judge James Babler – Full-time position located in Barron, WI.

Contact: Don Harper, District Court Administrator, (715) 245-4105

To apply: Please submit a cover letter indicating your preference to be considered for a Stenographer/Voice Writer or Digital Court Reporter and your current resume and list of references to: Don Harper, Tenth District Court Administrator, 1101 Carmichael Rd., Ste 1260, Hudson, WI 54016-7708; (715) 381-4323; or email don.harper@wicourts.gov

Applications will be accepted until the position is filled.