



# **Official Court Reporter Stenographic/Voice Writer or Digital Brown County Circuit Court, Branch 7**

The Honorable Timothy Hinkfuss, Brown County Circuit Court, Branch 7, seeks candidates for the position of full-time Official Court Reporter with an anticipated start date of April 22, 2024. Real-time proficiency and stenographic/voice experience are preferred, but not required.

**LOCATION:** Green Bay, 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:

Thomas Schappa  
Eight District Court Administrator  
414 E. Walnut St., Ste 100  
Green Bay, WI 54301-5020

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

Contact Thomas Schappa, District Court Administrator at (920) 448-4280 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](http://www.wicourts.gov)

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