



COURT REPORTER

Stenographer/Voice Writer or Digital Opportunities

STATE OF WISCONSIN

Judge Jodi Meier, Second Judicial Administrative District, Kenosha County Branch 7, has an opening for an Official Court Reporter. The position will be filled as either a stenographic/voice writer court reporter or Digital Court Reporter.

Location: Kenosha, WI

Salary: Salary is determined by experience and certification level of qualified candidates. The minimum starting salary for a qualified digital court reporter is \$19.764/hr. and for a qualified stenographic court reporter is \$21.007/hr. Court reporters also earn additional transcript income.

QUALIFICATIONS: Stenographer/Voice Writer Court Reporter – Required: 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 - 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: Louis C. Moore, District Court Administrator, (262) 636-3133

To apply: Please submit a cover letter, current resume, and list of references to Louis C. Moore, Racine County Courthouse, 730 Wisconsin Ave., Racine, WI, 53403; fax (262) 636-3437; or e-mail louis.moore@wicourts.gov.

Applications will be accepted until the position is filled.