



Official Court Reporter Stenograph Lincoln Co. Circuit Court Branch 1

Applications are now being accepted for a full-time Official Court Reporter in Lincoln County Circuit Court, Branch 1, working with Judge Jay Tlusty in the Ninth Judicial District. Realtime proficiency is preferred. The anticipated vacancy will begin September 16, 2019.

LOCATION: Lincoln County Court House (Merrill, WI)
CLASSIFICATION: Official Court Reporter
SALARY: Competitive annual salary along with transcript fee income and a State of Wisconsin benefits package. Salary is based on qualification level and previous court reporting experience.

RESPONSIBILITIES:

An official court reporter is responsible for the verbatim reporting of all court proceedings. The official court reporter must prepare accurate and timely transcripts as per statutory mandates. This position provides coverage to different branches of court within the assigned judicial administrative district and may be directed by the chief judge or district court administrator to provide coverage in another court within the district.

QUALIFICATIONS:

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.

TO APPLY: Please submit a cover letter and resume indicating the position to:

Ms. Susan Byrnes
Ninth District Court Administrator
2100 Stewart Ave Ste. 310
Wausau, WI 54401
susan.byrnes@wicourts.gov

Contact Susan Byrnes, District Court Administrator, at (715) 842-3872 with questions.

DEADLINE: Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants who request them. For additional information on the court system visit our website at www.wicourts.gov.

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