



## **Official Court Reporter Stenographic/Voice Writer or Digital Buffalo & Pepin County Circuit Courts**

The Seventh Judicial District, Buffalo & Pepin County Circuit Courts, seek candidates for the position of full-time Official Court Reporter. Interested applicants will be presented to the Hon. Thomas Clark for consideration. Both stenographic and digital court reporters are encouraged to apply. The Wisconsin Court System will provide training on digital reporting techniques to the selected candidate who meets the digital court reporter minimum requirements as outlined below. This position is available starting August 19, 2024.

**LOCATION:** Alma & Durland, WI

**SALARY:** Competitive annual salary starting at \$50,606.40, along with transcript fee income and a generous 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.

**Any combination of skills, knowledge, and transferable experience will be considered.**

**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:

Anya Crossland  
Seventh Judicial District Court Administrator  
Email: [anya.crossland@wicourts.gov](mailto:anya.crossland@wicourts.gov)

Contact Anya Crossland, 7<sup>th</sup> Judicial District Court Administrator at (608) 785-9546 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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