



Wisconsin Court System Digital Court Reporter Statewide Court Reporting Pool

The Wisconsin Court System (WCS) is accepting applications for full-time Digital Court Reporters. These positions are responsible for taking the verbatim record using digital audio recording (DAR) equipment and producing a written transcript of court proceedings upon request. The reporter will take the record remotely from their WCS office and in person when needed.

LOCATION: The office can be in any of the following locations: Madison, Waukesha, Menasha, Wausau, or Hudson. The location is up to candidate preference and available office space.

SALARY: Competitive annual salary in the range of \$50,606.40 - \$70,137.60 annual salary along with additional earnings from transcript production and sales, and a comprehensive State of Wisconsin benefits package. Salary is based on qualification level and previous court reporting experience.

Essential Functions:

1) Digitally records court proceedings either from WCS office or in person when needed. 2) Monitors court proceedings on a multi-channel digital audio recording system (DAR) to ensure each proceeding is accurately captured (confidence monitoring). 3) Logs notes in specialized software. 4) Plays back recorded testimony during hearings upon request. 5) Prepares WCS formatted transcripts upon request using one of the following approved methods: typing into word processing software; steno machine with computer-assisted translation software. 6) Converts prepared transcripts to approved format and e-files into WCS case management system, prints and mails copies upon request. 7) Travel to assignment locations as needed.

QUALIFICATIONS:

Required: 1) Demonstrated skill in proofreading, grammar, spelling, composition, and punctuation. 2) Demonstrated keyboarding at 50 wpm minimum. 3) Courses and/or experience in general administration and recordkeeping (paralegal, legal secretary, etc.). 4) Ability to accurately perform transcription of recorded proceedings to a verbatim written record. 5) Ability to maintain professional demeanor and to establish effective working relationships with the assigned judge(s), Clerks of Circuit Court and other court personnel, attorneys, and the general public. 6) Ability to consistently maintain a professional demeanor and maintain composure while being exposed to the information that may be presented in criminal, civil, juvenile, or legal proceedings.

Preferred: 1) Training and/or experience in legal terminology and procedures. 2) Certification from the American Association of Electronic Reporters and Transcribers (AAERT) as a Certified Electronic Reporter and/or as a Certified Electronic Transcriber. 3) Work experience as a digital or stenographic court reporter, or as a transcriptionist. 4) Experience using For the Record (FTR) software.

SPECIAL REQUIREMENTS: 1) Employment will require a criminal background check. Must meet the minimum standards for driving a State vehicle. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY: Please submit a cover letter, resume, and list of references indicating the position to:

Connie Hansen
Manager of Court Reporter Statewide Pool
District IV Court Admin Office
201 Main St Ste 103
Menasha, WI 54952

Email: connie.hansen@wicourts.gov

Contact Connie Hansen, Manager of Court Reporter Statewide Pool at (920) 808-6050 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.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

