



District Court Reporter Stenograph Tenth Judicial District

Applications are now being accepted for a full-time District Court Reporter in the **Tenth Judicial District**, which serves Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Polk, Rusk, Sawyer, St. Croix, and Washburn Counties. The anticipated vacancy will begin September 16, 2019.

LOCATION: This position is based in Hudson and entails travel to assignments in the following counties: Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Polk, Rusk, Sawyer, St. Croix, and Washburn.

CLASSIFICATION: District 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 (please combine your cover letter and resume to one document) clearly indicating your qualifications and the position title District 10 Court Reporter (#20-1562) to: human.resources@wicourts.gov or mail to Human Resources, 110 East Main Street Suite 430, Madison, WI 53703-3356, (608) 266-3501, or FAX (608) 261-8293. Failure to follow these procedures may result in your disqualification

DEADLINE: Applications will be accepted until the position is filled. An initial round of interviews will follow all applications received by 11:59 p.m. on Sunday, September 22, 2019. 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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