



# LTE Court Reporter

Digital

Fourth JUDICIAL DISTRICT

Limited Term Employment

Applications are now being accepted for a full-time limited-term Court Reporter for Wisconsin's Fourth Judicial District. This position will be responsible for preparing transcripts of court proceedings, and for the reporting of court proceedings in the courtroom.

**LOCATION:** This position may entail travel to assignments in the following counties: Calumet, Fond du Lac, Green Lake, Manitowoc, Marquette, Sheboygan, Waushara, and Winnebago.

**SALARY:** Competitive salary along with transcript fee income.

## QUALIFICATIONS:

**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) Work experience as a scopist or transcriptionist; (4) Ability to accurately perform the transcription of recorded court proceedings, that reduces the spoken word into a verbatim written record; (5) Ability to maintain a professional demeanor at all times and to establish effective working relationships with assigned judges, clerks of Circuit Court and other court personnel, attorneys and the general public. **Preferred:** (1) work experience as a digital or stenographic court reporter, (2) training and/or experience in legal terminology and procedures; (3) Certification from the American Association of Electronic Reporters and Transcribers (or equivalent) as a Certified Electronic Reporter and Transcriber; (4) Courses and/or experience in administrative and recordkeeping practices (paralegal, legal secretary, etc.).

**TO APPLY:** Please submit cover letter and resume indicating the position **LTE Court Reporter** to:

Mr. Jon Bellows  
Fourth District Court Administrator  
PO Box 2808  
Oshkosh, WI 54903  
[jon.bellows@wicourts.gov](mailto:jon.bellows@wicourts.gov)

Contact Jon Bellows, District Court Administrator, at (920) 424-0028 with questions.

**DEADLINE:** Applications will be accepted until the position is filled. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our Web site at [www.wicourts.gov](http://www.wicourts.gov).

**EQUAL EMPLOYMENT OPPORTUNITY**