



Official Court Reporter Stenographic/Voice Writer or Digital Columbia County Circuit Court, Branch 2

The Honorable Judge W. Andrew Voigt, Columbia County Circuit Court, Branch 2, seeks candidates for the position of full-time Official Court Reporter. This position is available starting January 2025.

LOCATION: Portage, WI

SALARY: Competitive annual salary in the range of \$50,606 to \$70,137 along with transcript fee income and a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

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.

SPECIAL REQUIREMENTS: Employment will require a criminal background check. 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 indicating your preference to be considered for a Stenographer, Voice Writer or Digital Court Reporter, your current resume, and list of references to:

Amber Peterson
District Court Administrator
5th Judicial District
215 S Hamilton St Rm 6111
Madison, WI 53703

Email: Amber.Peterson@wicourts.gov

Contact Amber Peterson, 5th Judicial District Court Administrator at (608) 267-8821 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.

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

EQUAL OPPORTUNITY AND E-VERIFY EMPLOYER