



Official Court Reporter Stenograph or Digital Wood County Circuit Court, Branch 1

The Honorable Judge Gregory Potter, Wood County Circuit Court Branch 1, seeks candidates for the position of full-time Official Court Reporter, with the anticipated start date of late summer. This position is available until filled.

LOCATION: Wisconsin Rapids, WI

SALARY: Competitive annual salary along with transcript fee income and a 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.

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:

Susan Byrnes
Ninth District Court Administrator
2100 Stewart Ave., Ste. 310
Wausau, WI 54401

Email: susan.byrnes@wicourts.gov

Contact Susan Byrnes, District Court Administrator at (715) 842-3872 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 Wisconsin court system visit our web site at www.wicourts.gov.

EQUAL EMPLOYMENT OPPORTUNITY