



## **District Pool Court Reporter Stenographic/Voice Writer or Digital First Judicial District**

Applications are now being accepted for full-time District Court Reporter position in the Milwaukee County Court Reporter Pool. The selected candidates will provide floating court reporter coverage for the First Judicial District. Candidate may also be considered for limited term positions available in the court reporter pool.

**LOCATION:** The positions are based in Milwaukee.

**SALARY:** Salary is based on qualification level and previous court reporting experience. Full-time employees are eligible for the State of Wisconsin benefits package, including a retirement program; optional health, life and disability insurance; plus paid vacation, sick leave, personal days and holidays.

### **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 District Pool Court Reporter, your current resume, and list of references to:

Tracy Klappenbach  
Manager of Court Reporting Services  
Milwaukee County Courthouse  
901 N.9<sup>th</sup> St. Rm 609  
Milwaukee, WI 53233

**Fax:** (414) 223-1243

**Email:** [tracy.klappenbach@wicourts.gov](mailto:tracy.klappenbach@wicourts.gov)

Contact Tracy Klappenbach, Manager of Court Reporting Services at (414) 278-3995 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](http://www.wicourts.gov).

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