



QURAN STRATTON

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First Judicial District of Pennsylvania

Human Resources Department

Philadelphia, PA 19107

Dear Hiring Manager,

I am excited to apply for the Tipstaff I (General) position within the Municipal Court, Criminal Division. As a motivated administrative professional with hands-on experience supporting operations, customer service, and compliance, I am eager to bring my skills to a role that helps uphold the integrity and daily functioning of the Philadelphia court system.

Throughout my career, I have worked in fast-paced environments where organization, professionalism, and attention to detail were critical. While serving as an Operations & Compliance Analyst at GQI, I streamlined workflows, coordinated across teams, and conducted compliance audits to ensure standards were met. At PECO, I worked closely with customers, maintained records with zero discrepancies during audits, and helped resolve operational issues efficiently—all skills I am confident would translate well to courtroom support. My experience managing case information using CRM systems like Salesforce and task management platforms such as JIRA has strengthened my ability to handle real-time data entry and clerical tasks with precision.

I take pride in being adaptable, reliable, and committed to delivering high-quality work. I am also CompTIA A+ and ITF+ certified, reflecting my strong technical aptitude—an asset for working with court case management systems and preparing daily statistical reports. Most importantly, I am passionate about public service and understand the importance of courtroom decorum, confidentiality, and maintaining order during legal proceedings.

I would be honored to contribute to the mission of the First Judicial District by supporting courtroom operations with focus, professionalism, and care. Thank you for considering my application. I welcome the opportunity to discuss how my background can serve the Municipal Court team.

Sincerely,

Quran Stratton