

ROBERT SMITH

Docket Clerk/Representative

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Quality-oriented professional, accomplished, and achievement-driven looking for opportunities in an environment where can develop my skills and apply knowledge toward broader responsibilities as Payroll Clerk.

JANUARY 2005 - AUGUST 2005

DOCKET CLERK/REPRESENTATIVE - ABC CORPORATION

- Prepared Docket Set Court Dates Placed Results.
- Prepared card file on attorneys for indigent cases and filled out orders for attorney appointments.
- Answered calls and provided information on cases to Judges and Attorneys.
- Tracked and confirmed all actions taken by the Senate on bills, resolutions, and memorials.
- Managed and organized physical bill backs in filing system.
- Transferred all bills to the appropriate departments as Senate completed action.
- Verified sponsorship information on all bills and contacted senators to make any necessary corrections.

2002 - 2005

DOCKET CLERK - DELTA CORPORATION

- Organized and maintained files and records and statistical reports of Criminal clerk of the court.
- Scanned, typed and maintained order of daily court records.
- Issued Criminal processes in accordance with criminal rule of procedure and court.
- Processed legal documents filed in court or through the Clerks Office.
- Managed a calendar of defendants court dates per judges request.
- Trained newly hired clerks that was appointed to my section.
- Prepared a (daily) docket consisting of the records of defendants charges and court dates.

EDUCATION

Vocational in General - (Southern University at New Orleans - New Orleans, LA)

SKILLS

Excellent communication, Leadership.