

Robert Smith

Courtroom Clerk III

PERSONAL STATEMENT

To prepare, signs certifies and approves orders and judgments of the court; processes motions prior to and after judgment; processes the issuance of orders and writs; may prepare bench warrants and other types of criminal warrants.

WORK EXPERIENCE

Courtroom Clerk III

ABC Corporation - June 2008 - November 2013

Responsibilities:

- Produced legal documents such as briefs, pleadings, appeals, wills and contracts.
- Organized and maintained law libraries, documents and case files.
- Compiled statistical data for monthly, quarterly and annual reports.
- Coordinated and worked closely with law enforcement, social service agencies and mental health providers.
- Maintained organized offender records and documentation in compliance with department and legal standards.
- Described Case Information to the general public and accurately explained details.
- Assisted customers in person and via telephone.

Courtroom Clerk

Delta Corporation - 2005 - 2008

Responsibilities:

- Take notes using speedwriting during court hearings, prepare minute entries of court hearings, issue oaths, distributing minute entries in accordance .
- Attended all Court proceedings, recorded and transcribed hearings into official Court minutes.
- Insured the safekeeping of exhibits, empaneled jurors, swore in witnesses, read jury verdicts.
- Member of the training team for the Courtroom Clerk Unit.
- Assisted in supervision of courtroom and customer service operations.
- Attended all Court proceedings, recorded and transcribed hearings into official Court minutes.
- Insured the safekeeping of exhibits, empaneled jurors, swore in witnesses, read jury verdicts.

Education

BS in Criminal Justice - 2015(University of Toledo - Toledo, OH)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office,
Customer Service, Law
Enforcement,
Management,
Administrative Support.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)