

ROBERT SMITH

Courtroom Clerk/Coordinator

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Seeking employment in the field of clerical support. Serves as clerk to a Superior Court Judge in the preparation and execution of daily court calendars and/or pleadings before trial.

EXPERIENCE

Courtroom Clerk/Coordinator

Superior Court Of California, County Of Alameda - JANUARY 2015 - 2020

- Prepared calendar for the master calendar department.
- Facilitated the jury selection process for Criminal murder trials.
- Maintained all minutes during hearings.
- Reviewed calendars and adding on hearings/continuances per counsels requests and Judges instructions.
- Communicated with attorneys regarding case status and preparing memos for the Judges review.
- Built long-term relationships with other departments.
- Assisted in the development of the Quality Review Civil Courtroom Clerk training Modules for courtroom clerks.

Courtroom Clerk

Delta Corporation - 2011 - 2015

- of Superior Court Office; Supervisor Ellen M.
- Young, Clerk of Court (deceased); Telephone Number 520-432-9700
Hired as Courtroom Clerk to perform specific legal clerical tasks of moderate to high .
- Duties include Conducting court proceedings with other court staff in all types of court hearings including Criminal, Civil, Family Law, Juvenile .
- Preparing daily court calendars, Issuing legal documents, Preparing prison commitments, Swearing in witnesses, Marking and securing evidence for .
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- Responsible for Written summary of courtroom proceedings, including all orders issued by the judge Swearing in of all witnesses during trial Proper .

EDUCATION

- Certificate in Paralegal - (UC Davis School of Continuing Education)

SKILLS

Microsoft Office Word Perfect/Word Excel Powerpoint Windows 98, XP Courtsmar.