

Robert Smith

Courtroom Clerk I

PERSONAL STATEMENT

To notify involved parties of various court matters by telephone, in person or by preparing correspondence; answer routine inquiries and correspondence regarding court matters such as court orders, hearing, and filing dates and the judge's decisions.

WORK EXPERIENCE

Courtroom Clerk I

MOHAVE COUNTY SUPERIOR COURT - October 2015 - 2020

Responsibilities:

- Attended court sessions, hearings, and trials; check electronic and manual recording systems; call cases, swear in witnesses and provide other assistance and support related to the operation of the courtroom.
- Provided paperwork to judicial officers, attorneys, litigants, and others as required; accept and file documents and exhibits submitted in court.
- Assisted in case scheduling and other related areas; issue court processes, notices, and other related court documents.
- Updated and maintained a variety of electronic and manual recording systems, statistical, financial and related records and files.
- Served as liaison between the court, judicial office, and others having business with the court; provide assistance and support to attorneys, litigants, witnesses, and others as authorized and/or instructed.
- Responsible for assisting in a variety of areas within the office of the Clerk of Superior Court; work front counter as needed and assist users of court services in person, by phone, by mail or email.
- Set up new case files and docket paperwork in the computer; scan required documents using a computer-based scanning program.

Courtroom Clerk

Delta Corporation - 2013 - 2015

Responsibilities:

- On a daily basis, I handle a high volume court call.
- Which means, preparing my files and paperwork the day before to ensure that I am prepared for the following day.
- During the court call I handle several matters at one time, like checking in defendants, listening to the Judge and taking care of his requests, all while making sure each person (members of the defense, prosecution, sheriffs, clerks office and any other department) is given any order and/or direction they need and/or request.
- After or even during the court call I enter all data for each file into DUCS.
- Am very efficient in both writing and computer skills and use both daily.
- In the 9 years I have worked with my current employer, I have worked in 4 departments.
- Am very confident in the work I do each day, because of the knowledge I have gained from each location of the office.

CONTACT DETAILS

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

SKILLS

Team Building, Customer Service, Law Enforcement, Administrative Support.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Associate of Applied Science in Applied Science - 1987(MESABI
RANGE COLLEGE - Virginia, MN)