

Robert Smith

Docket Clerk I

PERSONAL STATEMENT

Energetic, dynamic and successful legal and administrative professional excel in improving customer service, overall operations, client satisfaction and company expediency. Self-motivated and innovative team member consummate high performer, widely renowned as a persuasive and influential change agent.

WORK EXPERIENCE

Docket Clerk I

ABC Corporation - 1996 - 1998

Responsibilities:

- Opened criminal cases upon receipt of initiating documents, such as complaints, indictments, and issue arrest warrant(s) and/or summon(s).
- Processed probation petitions and issue supervised release violation warrants.
- Closed civil and criminal cases upon terminating judgments and orders.
- Processed notices of appeals and appeal related documents.
- Reconciled cash register receipts journal for accuracy and accountability of monies received, and processed by intake clerk(s).
- Sorted and deliver mail within the clerks office.
- Organized and maintained files and records and statistical reports of Civil Clerk of the court.

Docket Clerk

Delta Corporation - 1996 - 2000

Responsibilities:

- Prepare dockets for court as well as process warrants and subpoenas.
- Also work along side Attorneys in preparation for court dates.
- My main duties included handling all outgoing court filings on a daily basis.
- Responsible for docketing all incoming court documents, court-dates, and updating Law Bulletin system.
- Handled all incoming and outgoing mail, copy jobs, and organizing interoffice files. Was responsible for maintaining inventory of all outgoing, and .
- Responsible for establishing and timely maintenance of firms database; enter new files, as well as close files; enter coding of actions taken place .
- Enacted in Court proceedings, for Law Firms cases for status Handled all case filings in State, and County Court Houses Arranged all Pleadings, in .

Education

High School Diploma - 1989(Thomas Stone High School - Waldorf, MD)

CONTACT DETAILS

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

SKILLS

CTS, Filesite, Foundation
IP, IP Manager and CPI.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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