

ROBERT SMITH

Assistant Legal Secretary Receptionist I

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Legal Secretary include but are not limited to provide highly responsible clerical and assistant duties of a complex and varied nature; and to provide responsive, courteous and efficient service to County residents and the general public. Performs other duties as required.

2015 - 2020

ASSISTANT LEGAL SECRETARY RECEPTIONIST I - ABC CORPORATION

- Knowledge of civil, criminal, divorce, etc. statutes and laws.
- Knowledge of cases, scheduling, budget, review of bills, and procedures for case filing through appropriate court systems.
- Knowledge of legal terminology and format.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local resolutions and ordinances, procedure manuals, warning labels, etc.
- Ability to operate various types of equipment & standard office equipment, computer and advanced knowledge of Microsoft Office software.

2010 - 2015

LEGAL SECRETARY RECEPTIONIST - DELTA CORPORATION

- Ability to maintain a positive work atmosphere by acting and communicating in a professional.
- Friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in both written and verbal form.
- Ability to communicate and convey information regarding policies.
- Processes to others in both written and verbal form.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

BS

SKILLS

Basic mathematical calculations, Finance Report.