

## Courtroom Clerk

ROBERT SMITH

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### Objective

To obtain a position in a progressive firm where education and experience will contribute to the efficiency and effectiveness of the team and accomplish the mission of the organization.

### Skills

Perform Clerical Duties in Court of Law, Prepare Docket of Cases.

### Work Experience

#### Courtroom Clerk

**ABC Corporation** - November 1994 - June 2015

- Attended Criminal, Civil, Traffic, Probate, Small Claims, Unlawful Detainer, Grand Jury, Appellate, Mental Health and Juvenile proceeding/trials.
- Prepared minutes and dockets of court hearings.
- Executed court orders and rulings.
- Prepared and executed court calendars.
- Maintained and processed court documents, trial exhibits, bail bonds, and arrest/bench warrants.
- Examined case files and advised as needed.
- Conducted jury proceedings and administer oaths.

#### Courtroom Clerk

**Delta Corporation** - 1993 - 1994

- Maintained up-to-date records of highly confidential and time sensitive legal documents working directly with judges, attorneys, and state prison .
- Compiled and analyzed daily case load documents and filings to determine stage of case and prepare for possible outcomes.
- Prepared minutes, issued warrants of arrest, and drafted any needed judgments, orders and prison processing documents for criminal, civil and small .
- Issued Show Cause Letters to Defendants Monitored traffic violation payments Disbursed restitution payments Scheduled various court appearances .
- responsibilities included accurate computer minute-taking of domestic case hearings; written communication with relative departments to fulfill .
- Attend all sessions of court and record Court proceedings in a note-taking manner Determine correct parties for receipt of minute entries Communicate .
- Prepare court minute orders and prison packets.

### Education

Associate in Business and Commerce - 2003(San Joaquin Delta College - Stockton, CA)