

Robert Smith

Courtroom Clerk

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SUMMARY

To organize and maintain varied general and departmental files; initiate new filing systems and purge outdated materials and required; maintain tickler files and independently follow up on matters as necessary.

SKILLS

MS Word, MS Excel, MS Outlook, Court review.

WORK EXPERIENCE

Courtroom Clerk

ABC Corporation - 1999 - 2010

- Worked with 29 judges in the courtroom and on the record, creating and maintaining all court documents for civil, juvenile, probate, family law, LPS, small claims, UD and criminal hearings.
- Effectively informed the public of court procedures and processes in layman terms to benefit their understanding of the legal system.
- Met all project deadlines requested by the judicial staff.
- Researched and corrected sentencing discrepancies and judgments.
- Proofread legal documents prior to submitting for the judges signature, filing, and mailing.
- Reviewed all incoming mail and written requests to the Judges to determine urgency and submit as needed to proper authority or department.
- Served as the main liaison between the court and other agencies.

Courtroom Clerk

Delta Corporation - 2004 - 2009

- Attend 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.
- Take minutes of court activities and transcribe into the official court record.
- Provide paperwork to judicial officers, attorneys, litigants and others as required; accept and file documents and exhibits submitted in court.
- Assist in case scheduling and other related areas; issue court processes, notices and other related court documents.
- Update and maintain a variety of electronic and manual recording systems, statistical, financial and related records and files.
- Serve 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 assists users of court services in person, by phone, by mail or email.

EDUCATION

BS In Criminology - 1999(California State University-Fresno - Fresno, CA)