

# ROBERT SMITH

## Associate Courtroom Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Over 10 years' experience including secretarial and administrative support throughout the Judiciary, and personal corporate industries. Performs complex work of considerable difficulty in recording, transcribing and processing court proceedings.

### CORE COMPETENCIES

Microsoft Office, Secure Information for Judges

### PROFESSIONAL EXPERIENCE

#### Associate Courtroom Clerk

**ABC Corporation - September 1988 – February 1995**

##### Key Deliverables:

- Provided clerk duties for Civil, Criminal, Juvenile, and Paternity cases.
- Kept accurate records of witness names, addresses, and other pertinent information.
- Received, maintained, labeled and secured all exhibits and items entered into evidence.
- Administered appropriate oaths to jurors and witnesses.
- Assisted with jury selection.
- Assisted judges in smooth operation of the courtroom and acted as a liaison between them and the public.
- Prepared and issues commitments and formal releases.

#### Courtroom Clerk

**Delta Corporation - 1985 – 1988**

##### Key Deliverables:

- Performed clerical duties in court of law; clerked criminal and civil hearings, took minutes of hearings, typed and distributed minute orders; .
- Research case files for completeness and accuracy and prepare the file for court Schedule events as ordered by the judge, ensuring all parties have .
- Include Being the clerk of the courtroom; working with the public; assisting Judges and Masters; typing up files; inputting data into court smart; .
- Assisted multiple Judges-In Chambers in assembling of all case documents to be heard by court, maintained strict confidentiality of all documents, .
- Managed and maintained a complex database of court information # Functioned as a part of a team-based office environment # Implemented court .
- Assist judge in court, update case management system, prepare court documents in accordance with judges orders, prepare dockets, assess costs, .
- Attends court to record minutes, administer oaths, and record and filed exhibits introduced Prepares minute orders, legal notices, court decisions, .

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### EDUCATION

- - (Wichita Northwest High School)