

District Attorney

ROBERT SMITH

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Alabama.

Objective

District Attorney is a lawyer who prosecutes criminal cases against people charged with crimes. The crimes can range from the most serious crimes like murder to less serious charges like vandalism.

Skills

Legal Research, Analytical Skills.

Work Experience

District Attorney

Clinton County - December 2002 - 2020

- Scheduled appointments for the District Attorney.
- Typed letters and prepare documents for many various legal situations.
- Worked with all departments of law enforcement not only in Clinton County but the surrounding counties.
- Coordinated meetings with the various task force groups like Stop Domestic Violence.
- Worked with all Town and County Judges as well as Attorneys.
- Phone calls from many defendants and victims.
- Worked with many legal documents involved in various criminal and investigative cases.

District Attorney

Delta Corporation - 1998 - 2002

- Prosecutor Drafted briefs and presented oral argument, on behalf of the State of Louisiana, to the First and Third Circuit Courts of Appeal and the .
- Other duties included screening and trying cases various types of criminal cases.
- CHILD SUPPORT CASEWORKER Closed or brought current 100+ child support cases and streamlined casework on 465+ cases; instrumental in court preparation,.
- Managed cases for enforcement purposes; involved arranging meetings with clients and state agencies, and drafting letters and legal documents .
- Child Support Division San Bernardino, California.
- Conducted legal research re witnesss 5th Amendment rights in connection with use immunity and transactional immunity and helped determine the proper .
- Legal Clerk Responsible for preparation of cases for two municipal courts within San Luis Obispo County.

Education

- (Our Lady of Victory Secretarial School)