

Objective

To advise managers of staffing needs or operational problems and recommends changes in policies and procedures. Provides input into selection decisions, performance evaluations, and disciplinary matters.

Skills

Legal Research, Legal Terminology, Typing, 10-Key.

Work Experience

Courtroom Clerk II

ABC Corporation - January 1997 – July 2002

- Made sure coverage was provided for the Courtroom and Clerks office.
- Provided all necessary assistance including the Civil Division Rent Court and Housing Court, this included but not limited to calling the case on the docket and making necessary docket entries in a clear and concise manner prepared and distributed court documents after obtaining the necessary signatures.
- Maintained an accurate record of witness, evidence and other materials.
- Administered oaths and operated the Court Smart recording system.
- Communicated effectively, patiently and tactfully with customers and co-workers.
- Articulated directions, instructions, and information to jurors and the public defined problems and collected data.
- Reviewed comments and notations; recorded essential information, set priorities and simultaneously processed multiple duties and responsibilities.

Courtroom Clerk

Delta Corporation - 1992 – 1997

- Responsible for Written summary of courtroom proceedings, including all orders issued by the judge Swearing in of all witnesses during trial Proper .
- Worked directly with judges and attorneys to advance case work and ensure administration of justice.
- Provided framework for appropriate communication between diverse departments and judicial officers.
- Directed parties and attorneys regarding legal procedures.
- Created and maintained required paperwork for over 800 cases and more than 1,000 hearings.
- Clerked hearings for Orphans Court (Probate Court) in Montgomery County Prepared briefs for judges in cases of the Orphans Court (Probate Court).
- Include Being the clerk of the courtroom; working with the public; assisting Judges and Masters; typing up files; inputting data into court smart; .

Education

Customer Service - (Southeastern Academy - Kissimmee, FL)