

# ROBERT SMITH

## Docket Clerk II

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

---

### SUMMARY

Seeking a challenging opportunity of communication with the various clients, while utilizing communication and professional skills.

### CORE COMPETENCIES

Greeting Employees And Visitors, Answering And Directing Telephone Calls.

### PROFESSIONAL EXPERIENCE

#### Docket Clerk II

**Alabama Department Of Labor - July 2000 – 2020**

##### Key Deliverables:

- Accurately produced the daily status report of all Senate action.
- Provided customer service to various clients, both internal and external to Mass Mutual.
- Dealt effectively with insurance agents and clients with varying degrees of technical knowledge of life insurance policies.
- Handled customers complaints and worked to resolve their problems by seeking out the source of their problem and taking appropriate steps to get the problem solved.
- Made summary entries of all documents in civil and criminal case proceedings on the automated CM/ECF docket.
- Ensured through quality control that all automated entries are appropriately scanned and linked for proper case management.
- Prepared and transmit to appropriate parties; notices, judgments, and orders.

#### Docket Clerk

**Delta Corporation - 1995 – 2000**

##### Key Deliverables:

- Generate and distribute daily docket reports to appropriate staff Generate and distribute weekly docket reports to appropriate staff Update docketing .
- Input information from court into the computer system.
- Issued subpoenas, set court dates, prepared dockets for court daily, updated and closed cases, as well as help individuals, attorneys, police with any .
- Prepared daily docket and Defendants files for court.
- Other duties included computer research, case filing, and bond surrenders.
- Entering pleadings into court system timely and efficiently, filing, data entry.
- Receive and process docket related correspondence daily.

### EDUCATION

---

**ROBERT SMITH**

**Docket Clerk II**

Phone: (0123)-456-789 | Email: [info@qwikresume.com](mailto:info@qwikresume.com) | Website: [Qwikresume.com](https://qwikresume.com)

---

High School Or Equivalent - (Kingman High School)

---

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of [Qwikresume.com](https://qwikresume.com). [Usage Guidelines](#)

