

Robert Smith

Associate District Attorney

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Address: 1737 Marshville Road, Alabama

SUMMARY

Performs entry-level legal work of a routine nature. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations OR prosecutes misdemeanor cases.

SKILLS

Technical Skills, Management.

WORK EXPERIENCE

Associate District Attorney

ABC Corporation - January 2011 - January 2015

- 1. Act in a courteous and professional manner as a receptionist for the department.2. Handle routine inquiries from public and staff members; refer victims, witnesses, law enforcement officers.3. Worked directly with staff, management, and the Purchasing Department to inventory.4. Ordered supplies for the department in a fiscally responsible manner.5. Received, tracked, and distributed supplies as needed.6. Opened and process incoming and outgoing mail, certified letters and packages for the department.7. Filed documents and records as appropriate, use electronic scanning software.
- \${job_description2}
- \${job_description3}
- \${job_description4}
- \${job_description5}
- \${job_description6}
- \${job_description7}

District Attorney

Delta Corporation - 2007 - 2011

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EDUCATION

BS