

ROBERT SMITH

Jr. Courtroom Clerk

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

SUMMARY

To maintain a judge's daily court calendar and inform appropriate individuals of changes, record assignment of cases and confer with attorneys to set hearing dates.

CORE COMPETENCIES

Maintain a judge's daily court calendar and inform appropriate individuals of changes, record assignment of cases and confer with attorneys to set hearing dates.

PROFESSIONAL EXPERIENCE

Jr. Courtroom Clerk

ABC Corporation - 2001 – 2011

Key Deliverables:

- Managed up to one hundred cases scheduled on a single day.
- Maintained and filed documents presented in court and forward to appropriate secondary agency, i.e. jail, probation, electronic monitoring unit, and BMV.
- Administered oaths to litigants, interpreters, and jury before and after voir dire.
- Read all jury verdicts before the court after completion of the trial.
- Prepared docket for courtroom staff, including files for the prosecutor, judges sheets and criminal history of defendants.
- Handled multiple tasks in an efficient and organized manner while the court was in session.
- Issued driving privileges, vehicle releases and any paperwork for the defendant.

Courtroom Clerk

Delta Corporation - 2007 – 2010

Key Deliverables:

- As Courtroom Clerk for Chancery Court in Shelby County, my main responsibilities included scheduling and managing the Courts daily docket, acting as .
- Also prepared pleadings and orders to be entered with the Court.
- Assists the Public, Judges, Attorneys, officers, and other related agencies Prepare & complete all paperwork for bail review & trial court cases .
- Notes in Courtroom and typed into minute orders; sentencings; schedule for judge; appointments for judge; trials; total organization of courtroom; .
- Prepared and processed courtroom files during and immediately following trial proceedings.
- Updated judicial summons, bench warrants, and arrest warrants per Court order.
- Balanced monies due to the Court utilizing printed summary sheets and cashiers reports.

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EDUCATION

B.A. in Paralegal Studies - (College of Mount St. Joseph - Cincinnati, OH)

