

ROBERT SMITH

Lead Courtroom Clerk

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Phone: (0123)-456-789

SUMMARY

Highly qualified Courtroom Clerk with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides itself.

SKILLS

Typing, 10-Key Calculator, Perform Clerical Duties in the Court of Law

WORK EXPERIENCE

Lead Courtroom Clerk

Circuit Court For Prince Georges, Maryland - May 2014 – 2020

- Provided courtroom assistance on a regular basis.
- Assisted in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney, and maintains a list of all jurors selected.
- Communicated with Jury Commissioner as necessary.
- Administered appropriate oaths.
- Kept accurate records of witnesses names and addresses, evidence, and other materials.
- Recorded proceedings of court activity in a clear, concise, and legible manner to be used for the permanent docket.
- Generated all necessary paperwork and secures necessary signatures on forms.

Courtroom Clerk

Delta Corporation - 2012 – 2014

- Attend court sessions in order to accurately record official minutes of the court proceedings in a timely manner by writing or inputting the court .
- Oversee courtroom operations to ensure that appropriate personnel and parties are present and that courtroom is ready for business Assist attorneys, .
- Assembles all cases to be heard by the court prior to the judge taking the bench Advises defendants of rights and penalties for violation of .
- Provide courtroom assistance for all types of cases on a regular basis Administer appropriate oaths Maintain accurate record of witnesses, names, .
- General office duties Legal Clerical duties Microsoft Word Data Entry Scheduling of court hearings Customer service.
- Perform complex court-related duties.
- Interacted with customers in the courtroom on a daily basis.

SCHOLASTICS

- Bachelor of Science in Criminal Justice - (University of Maryland Eastern Shore)