

# ROBERT SMITH

## District Attorney/Executive

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Maintain confidentiality and maintain ethical standards while providing excellent customer service and information to an inquiring public . Maintain professional attitude while communicating.

### **JANUARY 2011 - JANUARY 2015**

#### **DISTRICT ATTORNEY/EXECUTIVE - ABC CORPORATION**

- Located, Professional Customer Service Able to perform collections and allow District Attorney to leave a substantial budget.
- Collected restitution for victims, filed pleadings with Court Clerk, extensive locate experience to assist Investigators in the service of offenders.
- Used multiple law enforcement tools to locate individuals.
- Daily interaction with multiple needs of citizens with questions about a system.
- Experienced with nor did they comprehend how it would ever affect their Life.
- Advised victims of crime on how to deal with court processes.
- Maintained a working relationship with courts, clients, debtors, and defense attorneys.

### **2008 - 2011**

#### **DISTRICT ATTORNEY - DELTA CORPORATION**

- Legal Services Produced legal documents dealing with delinquent children and deprived children.
- Prepared documents for Civil attorney.
- Filed pleadings with Court Clerk Produced legal documents such as briefs, pleadings and appeals for Civil Attorney.
- Restitution and Locate Prepared and filed documents for collection of bogus checks, prepared documents for arrest of offenders Filed documents with Court Clerk Testified in Court when necessary Child Support Enforcement Produced documents for establishment of support orders and paternity for service by Investigator.
- Reviewed questionnaire with client, then arranged genetic testing to establish paternity.
- Docket Clerk Duties included responsible for opening and closing all files and retrieve files for Court use and public information. Typing various .
- Answering phone, filing, etc.

## **EDUCATION**

Certification as Municipal City Clerk - 2005(Oklahoma State University, Spears

School of Business - Stillwater, OK)

## **SKILLS**

Team Management, Social Media Strategy, Solid Organizational.