

Keri A Bossom

Objective

To further my office and customer service skills and grow personally and professionally with a new company

Professional experience

January 2004 – Current Oregon Judicial Dept. Criminal Crt Portland, OR

Judicial Specialist II

- Head Clerk of the Community Court
- Routinely asked by Judges for input on various court actions/proceedings
- Run daily court sessions which includes preparing jail paperwork, dockets and performing data entry
- Work daily with difficult defendants including those with mental health/substance abuse issues in order to achieve a positive outcome for all involved
- Manage the transportation of defendants from around Oregon for various needs in court
- Enter new cases from the Jail log daily; prepare dockets, paperwork and orders for each of the four courtrooms
- Answer the public telephone including setting dates and giving information for current defendants and family
- Prepare next day dockets, files, and paperwork, all of which must be 100% accurate to avoid warrants being issued by mistake, or misinformation that can delay and possibly result in a case to be terminated

May 1998 – January 2002. Oregon Judicial Dept. Traffic Portland, OR

Court Operation Specialist II

- Worked the public information counter, taking payments, pleas and paperwork for Traffic and Violation cases
- Answered the public phone line including taking payments over the phone, giving information and guiding defendants through the sometimes confusing and difficult court process
- Clerked the Violation docket each Monday, which entailed entering and preparing files for court, making sure everything was entered correctly, all cases were dealt with and proper paperwork was forwarded to the needed location
- Worked the mail desk – opening all mail, returning letters to defendants, matching tickets with letter and payments and separating and forwarding all the Judges mail

Education

1989 – 1993	Grant High School	Portland, OR
	High School Diploma	
1993 – 1995	Mt Hood Community College	Portland, OR
	General Studies	
1995 – 1999	Portland Community College	Portland, OR
	Pre-requisites for Nursing Program	
1999 – 2000	Portland State University	Portland, OR
	Continued with Nursing credits	

References

Available by request.