

Jessica Claire Montgomery

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Professional Summary

Self-motivated civil and criminal clerk with a proven track record in managing administrative operations within the criminal justice sector. Skilled in prioritizing tasks, compiling data reports, and performing evictions, small claims, and debt claims, as well as handling criminal court, truancy, and traffic violations with minimal oversight in busy settings. Proficient in Microsoft Word and other components of Microsoft Office. Detail-oriented with twelve years of experience in both adult and juvenile criminal justice settings. Known for balancing efficiency and accuracy in civil procedures.

Skills

Civil law knowledge	Civil process completion	Familiarity with civil procedure
Criminal law procedures	Texas rules of civil procedure	Criminal justice knowledge
Knowledge of civil and criminal laws	Authority to issue misdemeanor and felony warrants	Collaboration skills
Proficient in Microsoft Office		

Work Experience

Civil Deputy Clerk
Mitek Industries Inc, Roseville, CA

April 2013 - Current

- Communicated with customers daily to request information and ensure completion of paperwork
- Monitored key dates to ensure information was obtained by deadlines
- Provided administrative support in areas such as calendar management and travel arrangements
- Entered invoice payment information into the database while maintaining strict security protocols
- Counted cash drawer at the end of shifts and prepared bank deposits
- Interacted pleasantly with customers and greeted patrons warmly

- Coordinated schedules for justice of the peace to keep projects on time and within budgets
- Provided outstanding customer service to new and longstanding customers
- **Received the "Outstanding Service Award" from the California Clerk Association in 2018 for excellence in administrative support.**

Criminal Clerk

Titus County Clerk Office, City, State

May 2007 - December 2013

- Processed payments for fines and fees, maintained accurate drawers, and issued receipts
- Responded to in-person and telephone requests for information from the general public and attorneys
- Marked and preserved exhibits introduced as evidence in court proceedings
- Enforced criminal and civil procedures to maintain overall data integrity
- Updated and maintained the court calendar and resolved scheduling conflicts
- Conducted roll calls, polled jurors, and swore in interpreters, witnesses, defendants, and jury members
- Prepared and filed financial statements, balance sheets, and income statements
- Wrote error-free professional correspondence on behalf of the court system
- Reviewed and analyzed violent crime reports to identify crime trends
- Produced and filed five court reports per week with unparalleled accuracy
- **Featured in the "City Times" newspaper in 2012 for innovative methods in managing court administrative tasks.**

Receptionist/Administrative Assistant

Cypress Home Care Inc, City, State

February 2001 - May 2007

- Produced and distributed team newsletters, email updates, and forms of communication
- Screened visitors and calls to minimize disruption to office personnel
- Delivered exceptional clerical support, including scheduling appointments and transcribing notes
- Monitored guests, issued badges, and tracked activities to maintain optimal building security
- Set up and maintained physical and electronic filing systems
- Coordinated activities for an office of thirty employees and two conference rooms
- Greeted visitors and answered telephone calls, serving as the public face of the office
- Handled incoming calls with a friendly and cheerful attitude, using a multi-line system

Education

Master of Science in Law Enforcement Administration

Ashford University, San Diego, CA
2019

Bachelor of Science in Social and Criminal Justice

Ashford University, San Diego, CA 2017

