

# ROBERT SMITH

## Civil Clerk

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Working closely with the public by administering oaths, collecting payments, answering and processing phone calls, filing, providing the services of a notary, photocopying, record retrieval, file creation, and data input into various computer systems.

## EXPERIENCE

### Civil Clerk

#### ABC Corporation - MARCH 2009 - 2011

- Assisted customers with traffic citations.
- In charged of Commercial Vehicles Citations.
- Entered and assessed fines amounts for CVE.
- Made warrants for unpaid citations.
- Prepared, filed, and forward documents and case files.
- Prepared and maintained the docket of scheduled cases, and must record the witness testimonies, results, court orders, and fines from the court.
- Handled the arrangement and recordation of payment for fees, fines, and court costs.

### Civil Clerk

#### Delta Corporation - 2008 - 2009

- Process & maintain civil cases by reviewing and determining case type Prepare & issue appropriate summonses, notices & writs Calculated & collect.
- Duties included filing new cases for the court, maintaining court records, assisting attorneys with court filings.
- Judge recruited me from this position because he enjoyed my work ethic and my ability for accurate to all details.
- Accepted these positions because the government hours allowed me to attend evening classes.
- Provide a safer environment for our citizens Assist caseworkers in arranging the transportation of juveniles for the purpose of court hearings or.
- Duties included the process of a court case, scheduling on judges dockets, executing courtroom duties, handling daily monies, filing, data entry.
- Processed and organized legal documents for new civil cases.

## EDUCATION

- Diploma

## SKILLS

Microsoft Word Literate, 40 Wpm, Bilingual, And Fluent In Spanish.