Court Clerk

ROBERT SMITH

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Objective

I wish to grow and develop my skills in areas other than cosmetology. I am looking to find meaningful work where I can better utilize my talents. I love working with children helping them learn and grow and would love to have a job where I can do that.

Skills

Word, Excel, PowerPoint, Access, Publisher, Outlook, Word Perfect Pages, Numbers, Keynote Photoshop, PageMaker, Picasa, Sketchbook Pro, ProLaw, Aztec, AJACS, CODY Web design Type: 80+ WPM Transcribing, 10-key.

Work Experience

Court Clerk

ABC Corporation - 2013 – 2013

- Documented judicial orders within the Common Pleas Criminal Case Management System (CPCCMS) system.
- Collaborated with judges and lawyers to improve court services and case processing activities.
- Responsible for timely transcription of court records and case related information.
- Created official judicial orders for appearance and orders of inmate transportation.
- As the official Court Clerk, communicated directly with the judge, court reporters, assistant district attorney and other officials of the court.
- Used national criminal data based systems to obtain information regarding criminal cases.
- Received and responded to inquiries regarding practices and procedures of the department.

Court Clerk

ABC Corporation - 2008 – 2013

- As an Ex-Parte clerk I entered the paperwork for the orders after the costumers filled it out.
- Answered phones, faxed, opened & distributed the mail, filed paperwork & entered data after the orders were served.
- On occasions I would take the paperwork to the duty judge to be singed after they were entered into the computer.
- Dealt with lawyers & prose filers daily.
- When a lawyer or prose customer came into file, I would give the paperwork to the appropriate clerk to be filed.
- I learned how to use their computer system in a timely matter, handled distrait customers and dealt with it with great customer service.
- Skills Used Microsoft office skills, court house computers, filing, faxing, scanning and entering data..

Education

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BS - (Drexel University)

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