

## Court Clerk III

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Objective I am seeking a full time position with your company. You will see from this resume my background experience would offer your company a huge contributions. If given the opportunity, I will do an outstanding job for you.

## Skills

Microsoft Word, Perfect, Excel, Access, Power Point, Data Entry, Cashier, Title Work, Worked in a Call Center, Repossessions, Bankruptcy, and Filing.

## Work Experience

### Court Clerk III

**ABC Corporation** - 2005 - 2008

- Prepared dockets or calendars of cases to be called, using typewriters or computers.
- Answered inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- Prepared and issued orders of the court, including probation orders, release documentation, sentencing information, and summonses.
- Prepared documents recording the outcomes of court proceedings.
- Instructed parties about timing of court appearances.
- Explained procedures or forms to parties in cases or to the general public.
- Searched files and contact witnesses, attorneys, and litigants to obtain information for the court.

### Court Clerk

**ABC Corporation** - 2003 - 2005

- Work as a court clerk, I attend Court hearings, motions, and trials to record information in shorthand or speedwriting; I then transcribe this information onto docket sheets.
- Maintain the Judges calendar and prepare daily schedules.
- Also schedule and confirm hearings, trials, and pretrial conferences.
- Organize and maintain court files, make appropriate entries in files, file-stamp various documents, submit files for signatures, and ensure the smooth flow of files through the court system.
- Also answer the phones and answer questions regarding court files, dates, and any information needed.
- Work with customers at the counter and interact with the public as well as attorneys and court personnel.
- Pull files daily and organize them according to dispositions, dates, and urgent necessities..

## Education

Diploma - (North Montco Technical Career Center - Lansdale, PA)