Robert Smith

Chief Deputy Clerk

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SUMMARY

Extremely organized Clerk who manages case loads with authority and advanced technical skill. Sorts and categorizes vast amounts of documents with ease. Highlights Understands Confidentiality Team-Oriented Strong Research Skills Decisive.

SKILLS

MOSS 2013 Certificate, Medical Terminology,.

WORK EXPERIENCE

Chief Deputy Clerk

ABC Corporation - August 2001 – July 2012

- Process legal documents, scheduling court cases, and editing files to ensure accuracy and consistency within the court records.
- Prepare and maintain daily court docket of scheduled cases.
- Complex task of figuring court cost for Misdemeanor, DUI, Arraignment, and Felony courts.
- Mediate defendant complaints in person and over the telephone.
- Manage compliance review docket- Verify defendant compliance with court requirements, such as drug and alcohol assessment, DUI School, Victim Impact Panel, volunteer work, rehab treatment and drug court completion.
- Issue abstracts to suspend drivers license.
- Sending releases for re-issuance of suspended drivers license.

Deputy Clerk

ABC Corporation - 1997 – 2001

- Enter in Court Journal Entries prepared by Answered phones in a friendly manner.
- the judge.
- Scheduled court appointments and notified Enter BMV actions and warrants.
- the parties in a timely fashion.
- Review files to see that they were entered in Answered questions of the general public.
- the system correctly.
- Attended to the daily filing of files..

EDUCATION

Bachelor of Science in Business Management - August 2007(Tusculum College - Knoxville, TN)

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