ROBERT SMITH

Judicial Assistant I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An experienced, dependable individual currently looking to combine skills and expertise within a position that welcomes motivation while simultaneously offering a supportive environment.

CORE COMPETENCIES

Detail Oriented, Customer Service Skills, Quick Learner, Critical Thinker.

PROFESSIONAL EXPERIENCE

Judicial Assistant I

ABC Corporation - December 1988 – July 1997

Key Deliverables:

- Maintained the Judges probations by scheduling probation hearings for violations or terminations.
- Liaison between court docketing, probation, parole and ex-parte hearings as well as weddings.
- Responsible for recording all court proceedings, swearing in of witnesses, jury selections and sequestering and lunches.
- Make sure that the correct paperwork and computer input was done in a timely and professional manner.
- Paid our jury and witness fees, counted and balanced cashier tills and daily bank deposits.
- Processing electronically filed documents, assist court patrons including self-represented litigants, process payments, attend and scheduled court hearings.
- Opened up comfortable lines of communications between courthouse staff and judges.

Judicial Assistant

Federal Court Of Rio Grande - 1984 – 1988

Key Deliverables:

- December 2002 - Present Writing Court orders and decisions.
- Identify appropriate laws, judicial decisions, legal articles, and other materials based on the judges decision.
- Conducting research in legal matters Sending and receiving faxes, answering telephone calls, and relaying messages.
- Arranging the filing of court documents (made physical and electronically) Completing requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintaining customer confidence and protecting operations by keeping information confidential.
- Contributing to team effort by accomplishing related results as needed.
- Updating job knowledge by participating in educational opportunities; reading professional publications.

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Judicial Assistant I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- BS in Computer Information Systems - 1983(Grambling State University - Grambling, LA)

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**