ROBERT SMITH

Municipal Court Clerk

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

SUMMARY

Seeking a Municipal Court Clerk position that will allow an opportunity to utilize my skills and business knowledge in the interest of company growth and profitability.

CORE COMPETENCIES

MS Office, Customer Service, Payment Specialst.

PROFESSIONAL EXPERIENCE

Municipal Court Clerk

ABC Corporation - October 2006 – June 2007

Key Deliverables:

- Responsible for receiving and posting payments in computer database.
- Included accepting payments in person at customer service counter, by mail or after-hours deposits.
- Responsible for receiving and posting cash bonds in computer database.
- Responsible for assisting the public with questions or concerns regarding citations, payment plans, court dates.
- Provided requested information for military and handgun applicants regarding Class C charges.
- Responsible for monitoring and maintaining all dockets for court.
- Prepared case files for judicial and prosecution review.

Municipal Court Clerk

Delta Corporation - 2003 – 2006

Key Deliverables:

- Handled the bad check department for some time as well as taking care of the customers and their paperwork regarding everything from traffic tickets .
- Did handle the background checks requested and I entered tickets that officers had written.
- Lynn Alexander Chrysler Jeep Dodge - has changed hands, name and location.
- Processed all police citations to include accounts receivable, accounts payable, court recorded and handled any state reports.
- Customer service-help defendants take care of citations and warrants Enter citations into system Process payments for citations, bonds, open records .
- Create all incoming case for court, heavy customer service, phones, heavy data inputting, verifying warrants for San Antonio Police Department.
- Working directly with City Judge and SAPD.

EDUCATION

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Municipal Court Clerk

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

- Business Management

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