

ROBERT SMITH

Municipal Court Clerk

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

SUMMARY

A highly motivated, self-starter seeking a challenging and rewarding position. I am seeking an opportunity where my professional skill set will make a positive impact, demonstrate value, and be an asset to a company.

CORE COMPETENCIES

Microsoft Office, P3 Accounting System.

PROFESSIONAL EXPERIENCE

Municipal Court Clerk

ABC Corporation - June 1991 – December 1998

Key Deliverables:

- Managed the entire Court system and parts of the Police Department, I was answerable directly to the Judge and was authorised to act in his behalf taking action on warrants and arrests.
- In charged of all bookkeeping, ticket and warrant control, Court scheduling, formulating, charging and compiling criminal complaints.
- Kept track of all changing laws in order to update staff, handle all P.R.
- Assigned and entered initial appearance dates and preliminary hearing dates on court computer database.
- Instructed parties on timing of court appearances.
- Answered the publics questions about court records and procedures Recorded case dispositions, court orders, arrangements made for payment of court fees.
- Assisted clients in person and via phone by retrieving information, files, and providing general information regarding scheduling of court dates, defensive driving, deferred adjudication, warrants, and granting extensions.

Municipal Court Clerk

Delta Corporation - 1986 – 1991

Key Deliverables:

- Assisted judges, staff, and public for proper court matters and procedures for DUI, traffic tickets and other issues.
- Maintained and ensured proper protocols were met in accordance to rules, regulations, and policies.
- Assisted incoming inquiries of court issues/performed follow-up when necessary.
- Sensitive documents were filed respectably with State and Local Jurisdictions, general office duties were performed under the authority of Municipal .
- Communications Officer - Switchboard operator for incoming emergency phone calls, assisted police officials in locating persons of interest, gathered .

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- Assisted in creating the weekly police report for the city newspaper as well as compiled data for the monthly reports that were submitted monthly to .
- Other office duties were completed as assigned.

EDUCATION

Associates In Law Enforcement

