
County Clerk Resume

Job Objective

To obtain a County Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

County Clerk, May 2004 – Present
City of San Antonio, Edwardsville, IL

- Administered the functioning of County department responsible for issuing licenses, maintaining vital statistics, registration of voters and conducting elections.
- Expedited issuance of County licenses (marriage, motel, liquor, bingo).
- Maintained records and issued certificates of Vital Statistics (birth death, marriage).
- Computed tax extensions and Mobile Home Privilege Taxes and maintained accurate County maps.
- Supervised preparation of the departmental budget; projecting expenditures and monitored budget expense.
- Adopted policies and procedures for the County Office operations.
- Reported departmental activities to the County Board as required.

County Clerk, March 2002– April 2004
Earthjustice, Edwardsville, IL

- Assisted the general public with questions and concerns about court records and judicial procedure.
 - Reviewed legal documents for completeness, adequacy, and accuracy.
 - Acted upon adoption, mental illness, traffic, family, and small claims cases, as well as appeals, using manual and automated processes.
 - Scheduled court dates and attended court hearings to record events.
 - Managed filing and indexing documents on any new or ongoing action for civil, criminal, probate, juvenile.
 - Determined processing as required and took necessary action in accordance with court rules.
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Summary of Qualifications:

- Experienced in principles and practices of accounting and bookkeeping
 - Able to organizing and prioritizing work and manage time
 - Ability to stay focused and not be easily distracted
 - Excellent oral and written communication skills
 - Typing speed of 50 W.P.M
 - Familiar with Word, Excel and database software
 - Ability to recognize and diffuse escalating, difficult behaviors
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Education:

Associate Degree in Paralegal Studies, Wayne County Community College, Detroit, MI

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