
COURT ADMINISTRATOR RESUME

Objective:

To be given an opportunity to exhibit my Court Administrator skills and use my knowledge to contribute to the growth of the organization.

Qualifications:

- Strong experience in administering the Court Records Management System
- Sound knowledge of the legal terminology and concepts
- Thorough knowledge of the court procedures such as bail and jury selection procedure
- Familiarity with judicial procedures, civil and criminal law, municipal codes and state laws
- Ability to communicate well with the public and employees of the city
- Ability to perform the duties of a court clerk
- Ability to organize and maintain court documents
- Ability to organize, interpret and apply legal principles to complex legal problems
- Proficiency in computer systems such as Microsoft Office

Professional Experience:

Court Administrator, November 2007 – Present
Livingston County, Rose Terrace, KY

- Implemented the various goals for the smooth functioning of the Court.
- Maintained the minutes of the court proceedings, administered the oath taking and issued summons and capiases.
- Assisted the presiding judge to prepare and monitor the annual budget of the court.
- Ensured proper allocation of the bonds, fees and revenue and other costs.
- Provided assistance in the criminal cases filed in the Municipal Court.

Court Administrator, December 2001 – October 2007
Jackson County Circuit Court, Rose Terrace, KY

- Administered the everyday activities of the Municipal Court and coordinated with the judges, prosecutors and other attorneys.
- Maintained the municipal courts working according to the changing legislative and operational changes.
- Assisted in designing plans for the department and improving the functioning of the court by implementing new work methods.
- Monitored the budgetary allowance of the court ensured proper usage of the funds.
- Evaluated the performance of the employees and allocated work projects accordingly, resolved any personnel problems in the department.
- Oversaw the cash handling procedure and the regulated the budgetary functions of the court.

Education:

Bachelor's Degree in Court Management, Hanover College, Hanover, IN

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