
COURT CLERK RESUME

Job Objective:

To obtain a Court Clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Court Clerk, May 2004 – Present

Unified Judicial System, Second Judicial Circuit, Cincinnati, OH

- Accurately composed, compiled, assimilated and maintained the care, custody and control of District Court records.
- Attended court sessions and acted as liaison between the Court and other County departments, law enforcement agencies, attorneys and the general public.
- Advocated in all stages of criminal proceedings usually beginning with arrangement through trial and appeal.
- Maintained bookkeeping records of all monies collected and recorded support payments.
- Managed receivable accounts and restitution payments, compiled reports on transactions and statistics.
- Determined and assured that proper procedures are followed.

Court Clerk, March 2002 – April 2004

Asset Staffing, Inc., Cincinnati, OH

- Performed statewide court record and information by searching persons using primarily automated processes.
 - Processed passport applications, scheduled court dates and attended court hearings to record events.
 - Calculated and computed daily deposits.
 - Reviewed legal documents for completeness, adequacy, and accuracy.
 - Managed filing and indexing documents on any new or ongoing action for civil, criminal, probate, juvenile.
 - Assisted the general public with questions and concerns about court records and judicial procedure.
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Summary of Qualifications:

- Working knowledge of court and legal terminology, laws, policies, and judicial processes
 - Proficient with data entry, word processing, email, spreadsheets, calendars
 - Sound Knowledge of principles and practices of accounting and bookkeeping
 - Good oral and written communication skills
 - Typing speed of 50 W.P.M
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone etc
 - Ability to organize and prioritize work and managing time
 - Excellent knowledge of general office practices and procedures
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Education:

Associate Degree in Commerce, Salt Lake Community College, Salt Lake City, UT

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