
Court Officer Resume

Job Objective

Seeking a Court Officer position where my skills and experience can assist in growth of the organization.

Highlights of Qualifications:

- Extensive experience as a law enforcement officer
 - Profound knowledge of modern law enforcement practices and procedures
 - In-depth knowledge the principles, concepts of public, business and judicial administration
 - Ability to guard, escort and control prisoners
 - Ability to use a firearm
 - Ability to utilize a standard telephone system and computer system
 - Ability to collect information accurately
 - Strong qualitative and quantitative analytical skills
 - Willingness to work in nights and weekends
 - Ability to walk, stand and run for extended periods of time
 - Excellent communication skills
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Professional Experience:

Court Officer, August 2005 – Present

Van Buren County Administration, Norway, ME

- Ensured court appearances of defendants under the jurisdiction of the Sheriff and any other agency located in County.
- Reported to the Prosecuting Attorney's Office for authorization of charges and the signing of warrants.
- Transported prisoners and mentally incapacitated persons to and from correctional facilities and government institutions.
- Provided accurate information for the development of statistical reports and for the prosecution of offenders.
- Patrolled designated areas to prevent, deter and suppress traffic violations and criminal activity.

Court Officer, May 2000 – July 2005

Charlottesville Albemarle Drug court, Norway, ME

- Identified and retained any unauthorized firearms from people entering the courtroom.
 - Ensured that members of the public attending court are quiet and orderly during a trial.
 - Prepared the court room, greeted jurors when they arrive, conducted the calling and swearing in of witnesses and protected prisoners.
 - Investigated criminal and traffic offenses in compliance with the penal code and traffic statutes.
 - Maintained contact with Sheriff's Department, acknowledged receipt of dispatches and responded to emergency situations.
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Education:

Bachelor's Degree in Criminal Justice, Bowdoin College, Brunswick, ME

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