
Deputy Clerk Resume

Job Objective

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

Work Experience:

Deputy Clerk, May 2004 – Present
Supreme Court Of Virginia, Allison Park, PA

- Scheduled calendars, appointments of juries or services; collected and compiled statistical data; administered oaths and affirmations; filed jackets or case documents.
- Managed assignments that include preparing correspondence and court forms by entering data into an automated Case Management System.
- Maintained court documents and ensured appropriate filing.
- Ensured that court's instructions are executed and legal papers are prepared with accuracy and in accordance with appropriate policies and procedures.
- Delivered high degree of customer service.
- Assisted callers and visitors by directing them to the appropriate party.

Deputy Clerk, March 2002 – April 2004
US COURT OF APPEALS, Allison Park, PA

- Scheduled data into automated Case Management System.
 - Processed correspondence and court forms.
 - Provided in-court support on rotation with other deputy clerks.
 - Assessed fines and costs; computed financial transactions and conducted cash reconciliations.
 - Provide information by phone and in person to the public, attorneys, and supporting agencies.
 - Provide support to the Front Counter and assisted the Post-Court and Pre-Court staff.
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Summary of Qualifications:

- Ability to assist and perform a variety of office support and court support assignments under supervision
 - Working knowledge of legal procedures
 - Familiar with Word, Excel and database software
 - Excellent communication skill to maintain good relations with customers and co-workers
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks and work in a team environment
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Education:

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

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