
JUDICIAL ASSISTANT RESUME

Objective:

To obtain the position as Judicial Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Profound knowledge of Federal statutes, rules, ordinances and codes
- Familiarity with administrative orders, case law and other relevant directives
- Sound knowledge of the principles of file and records management.
- Deep knowledge of court processes, procedures and legal terminology
- Ability to analyze legal documents and interpret statutory requirements.

Work Experience:

Judicial Assistant
City & County of Denver, Wilmington, DE
August 2005 to till date

- Recorded case dispositions, court orders and arrangements.
- Answered inquiries from the general public regarding judicial procedures.
- Prepared documents recording the outcomes of court proceedings.
- Instructed and interacted parties about timing of court appearances.
- Coordinated and scheduled hearings, trials and other court matters.

Education:

Bachelor's Degree in Business Administration
St. Louis University, St. Louis, MO

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