
Judicial Clerk Resume

Job Objective

Seeking to obtain a Judicial Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Judicial Clerk, May 2004 – Present

Curatius Law Firm & In-House Search, Trumbull, CT

- Reviewed, studied, researched, and annotated laws, court decisions, documents, opinions, briefs and related legal authorities.
- Prepared briefs, legal memoranda, including appropriate suggestions and recommendations to the judge.
- Compiled references on laws and decisions necessary for legal determinations.
- Conferred with judge concerning legal questions, construction of documents and granting of orders.
- Communicated with unrepresented parties, counsel, court services staff and guardians.
- Attended court sessions to hear oral arguments and record necessary case information.

Judicial Clerk, March 2002– April 2004

Keith Law Firm, PC,, Trumbull, CT

- Received court orders and judgments regarding disposition of charges on criminal and violation cases.
 - Ensured to compute data into the OJIN and FIAS system.
 - Managed to answer correspondence and telephone inquiries regarding financial status of cases.
 - Ensured payments for receipts received through mail according to OJD and local policy.
 - Managed to use a personal computer for entering and retrieving information.
-

Summary of Qualifications:

- Familiar with federal courts Case Management and Electronic Case Files System (CM/ECF)
 - Ability to accurately and attentively administer detail in grammar, spelling, punctuation and proofread related documents
 - Excellent ability to communicate orally with defendants, witnesses and the public
 - Excellent communication and interpersonal skills
 - Ability to visually observe people's behavior in a courtroom setting
 - Typing speed of 60 W.P.M
 - Ability to communicate clearly and effectively
 - Ability to handle multiple tasks
 - Ability to understand written sentences and paragraphs in documents
-

Education:

Associate Degree in Paralegal Studies, Community College of Rhode Island, Warwick, RI

[Build your Resume Now](#)