
Law Office Clerk Resume

Job Objective

To secure the position of Law Office Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Law Office Clerk, May 2004 – Present

Forfeiture Support Associates, LLC, Wichita, KS

- Demonstrated receptionists job, managed photocopying, filing etc.
- Drove attorneys to court appearances and meetings.
- Processed incoming and outgoing mail.
- Maintained law library by updating law books and performed complex legal research and assisted attorneys to evaluate requests.
- Managed to prepare draft and legal documents.

Law Office Clerk, March 2002– April 2004

Federal Mine Safety and Health Review, Wichita, KS

- Communicated policies on the procedural and operational requirements for conducting electronic surveillance.
 - Managed electronic case filing and typing legal documents from rough drafts.
 - Abstracted and assembled data from bankruptcy petitions, scheduled, and filed them.
 - Computed data into a complex automated case management information system and created and maintained files and records.
 - Assisted in scheduling meetings of creditors and court appearances.
 - Received visitors and provided requested information or route the request to appropriate person.
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Summary of Qualifications:

- Deep knowledge of legal terminology
 - In-depth ability to work with difficult clientele in a respectful and courteous manner
 - Exceptional knowledge of formats for a variety of legal documents
 - Ability to perform complex legal research
 - Ability to understand written sentences and paragraphs in work related documents
 - Good knowledge of applicable laws, rules, regulations and policies and procedures
 - Excellent ability to perform duties such as filing, typing, faxing and answering phone
 - Typing speed of 50 W.P.M
 - Good oral and written communication skills
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Education:

Associate Degree in Paralegal Studies, Monroe Community College, Rochester, NY

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