
Legal Records Clerk Resume

Job Objective

Seeking a Legal Records Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Legal Records Clerk, May 2004 – Present
Robert Half Legal, Wichita, KS

- Computed indexes of pleading and closing case files for offsite storage.
- Performed initial review of petitions for remission and mitigation of forfeiture.
- Verified citations and legal references on legal documents.
- Managed the process of all ingoing and outgoing legal files in support of client needs.
- Managed gathering, sorting and preparing legal documents for filing.
- Administered excellent customer service to all levels within a client environment.

Legal Records Clerk, March 2002– April 2004
IKON Office Solutions Inc., Wichita, KS

- Reviewed legal instruments.
 - Managed to obtain additional information when and wherever required.
 - Determined correctness of action per government regulations, procedures, etc.
 - Managed to research records to ascertain conditions that might preclude action.
 - Provided information and assistance on instruments.
 - Gathered facts for case and routine reports.
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Summary of Qualifications:

- Profound knowledge of court and legal practices and procedures
 - Ability to maintain records related to legal
 - Sound ability to understand written sentences and paragraphs in work related documents
 - Deep knowledge of record storage inventory, methods and practices
 - Ability to lift up to 60 lbs
 - Typing speed of 50 W.P.M
 - Ability to perform complex data entry tasks
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
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Education:

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

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