
Municipal Court Clerk Resume

Job Objective

To obtain a Municipal Court Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Municipal Court Clerk
City of Victoria, Cincinnati, OH
May 2004 – Present

- Handled answering phones, making copies, faxing, filing, data entry.
- Managed to archive closed cases in the laser fiche system.
- Initiated to process and maintenance legal documents.
- Ensured to collect and compute various fines, fees and bonds.
- Prepared weekly court dockets.

Court Clerk
Hannibal Municipal Court, Cincinnati, OH
March 2002– April 2004

- Prepared and presented staff reports and other correspondence.
 - Organized, submitted, processed, file and distributed paperwork for proper signatures.
 - Maintained data files and sorted both in paper and electronic formats and computed.
 - Ensured to compute citation data and check for accuracy.
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Summary of Qualifications:

- Extensive experience in municipal court duties
 - Familiarity with municipal court procedures, processes and legal system
 - Ability to process court documents efficiently and accurately
 - Ability to handle municipal court records
 - Ability to organize and multitask clerical duties
 - Ability to perform cash handling and cashier functions
 - Good typing skills with a speed 45 wpm
 - Knowledge of Microsoft word, excel, access, spreadsheets and power point
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Education:

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

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