
Probate Clerk Resume

Job Objective

Seek a Probate Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Probate Clerk
Max Corporation, Sarasota, FL
May 2004 – Present

- Finding the assets and liquidating them.
- Managed to sell part of the estate, stocks and business.
- Created a Public Account of the Estates if required by the court.
- Ensured to pay taxes and filing tax forms as set forth by law.
- Ensure that all other debts accumulated by the deceased are paid.

Probate Clerk
Valley Corp, Sarasota, FL
March 2002– April 2004

- Ensured that all relevant procedures are followed carefully, so that they are in compliance with state laws.
 - Ensured that appropriate 'Case Number' is provided for each new file and case.
 - Organized and maintained files of records and correspondence.
 - Provided clerical and internal support to department.
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Summary of Qualifications:

- Strong interpersonal and problem-solving skill.
 - Ability to prioritize work tasks, multi-task, and maintain focus
 - Extensive knowledge of office practices and procedures
 - Ability to compare corrected input and output data with source documents
 - Ability to maintain minimum production requirements
 - Ability to research case files to identify and compare information
 - Ability to work independently.
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Education:

Degree in Human Development and Family Relations
Cuyahoga Community College District, Cleveland, OH

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