

---

## Sheriff Officer Resume

---

### Job Objective

Looking to improve the organization using my skills as a Sheriff Officer.

---

### Highlights of Qualifications:

---

- Thorough knowledge of accepted administrative practices and procedures
  - Sound knowledge of custodial and escort and security services
  - Outstanding knowledge of the law and procedures pertaining to Sheriffs, the Courts and custodial functions
  - Excellent verbal and written communication skills
  - Strong problem solving skills
  - Amazing ability to maintain records and prepare reports
  - Uncommon ability to perform under stress when confronted with the unexpected
- 

### Professional Experience:

---

Sheriff Officer

Mary Pomerantz, Warrensville Heights, OH

August 2005 – Present

- Served subpoenas and handled money regarding subpoenas.
- Assisted in the execution of County Court, Court of Queen's Bench and Exchequer Court documents.
- Managed escorting of prisoners.
- Maintained records of all services and maintenance of court journals.

Sheriff Officer

Ada County Sheriff's Office, Warrensville Heights, OH

May 2000 – July 2005

- Prepared memos to debtors to ask for payment.
  - Helped debtors to repay in installments.
  - Served court papers such as writs and summonses.
  - Advised on money management.
  - Maintained accurate records and handled money and goods recovered.
- 

### Education:

---

Bachelor's Degree in Criminal Justice

Coastal Bend College, Beeville, TX

[Build your Resume Now](#)