

River Spencer

Deputy Clerk I, Courts Division

📞 (512) 555-6938 ✉ river.spencer@example.com

🌐 linkedin.com/example/riverspencer 📍 Georgetown, TX 78626

STRENGTHS

- 🔍 **Document Review**
At court intake, checked signatures and required fields before entry, catching routine gaps early and keeping files moving.
- 💰 **Cash Handling**
Handled fees at a public counter, balanced assigned drawers, and prepared clear reports when each day closed.
- ♥️ **Records Accuracy**
Compared scanned images and index fields with source records, a steady habit that made retrieval more dependable.
- 👥 **Public Service**
Answered callers and visitors with patience, then found the right resource when a request exceeded assigned authority.
- ☰ **Workflow Support**
Kept mail, copies, correspondence, and electronic files organized so staff could find materials without delay.

SKILLS

Court records Criminal case intake
Legal document review
Vital records Certified copies
Passport services Cash handling
Fee collection Document scanning
Manual indexing Data entry
Records management
Microsoft Office Customer service
Mail processing

SUMMARY

Court **records** professional with 3 years of **related experience** supporting legal document intake, criminal case records, **vital records**, public service, payment processing, and high volume clerical operations. Reviews submissions for completeness, required information, signatures, and internal consistency before recording, indexing, routing, or escalating questions. Handles court costs and service fees, reconciles cash drawers, prepares transaction reports, and maintains dependable financial documentation. Scans **official records**, verifies image quality, applies manual index fields, and protects accurate retrieval across electronic and paper files. Provides courteous service in person, by telephone, email, fax, and mail. Familiar with passport service support, certified copy requests, vital record eligibility review, computerized data entry, Microsoft Office, word processing, and file maintenance.

EXPERIENCE

Court Records Clerk

Hill Country Municipal Court Services 📅 May 2025 - Present 📍 Georgetown, TX

Supports criminal **case intake**, court record updates, public counter service, payment processing, scanning, indexing, correspondence, and file maintenance for a busy municipal court operation.

- Reviewed criminal filings for signatures and required information before accurate case entry and routing.
- Collected **court costs** and service fees, reconciled cash drawers, and prepared daily transaction documentation.
- Scanned case materials, verified **image quality**, and applied correct index fields before electronic filing.
- Resolved routine record questions through computerized searches, then routed restricted requests to court personnel.
- Maintained paper and electronic files while moving time sensitive correspondence through assigned **court** workflows.
- Supported visitors and callers by **telephone, email**, and in person with clear procedural guidance.

Records Services Assistant

Central Texas Records Office 📅 October 2023 - April 2025 📍 Round Rock, TX

Supported public record and vital record workflows through request screening, computerized entry, image review, **manual indexing**, payment support, **customer service**, and mail processing.

- Screened vital record requests and identification documents before forwarding eligible certified copy applications.
- Entered applicant data into records systems and cross checked indexed values against source documents.
- Prepared **records** for **scanning**, reviewed captured images, and applied manual fields for dependable retrieval.
- Explained routine procedures at the counter and by telephone, referring unusual requests to senior staff.
- Processed **mail**, assembled copies, and routed correspondence through established records tracking practices.
- Compared receipts with collected amounts and flagged payment discrepancies for supervisor review.

PROJECTS

Vital Records Request Workflow 📅 2024

Supported a records service workflow that combined request screening, eligibility review, document preparation, scanning, image checks, manual indexing, and accurate certified copy routing.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Court Records Clerk at Hill Country Municipal Court Services (1.4 Years)
- Records Services Assistant at Central Texas Records Office (1.5 Years)

Municipal Case Intake Support 📅 2025

Contributed to a court intake process covering document review, criminal case entry, file routing, record updates, payment support, and responsive public communication.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable public counter service and careful handling of sensitive records.
- Trusted with daily cash drawer reconciliation and transaction documentation during high volume court operations.

EDUCATION

High School Diploma

Georgetown High School 🎓 GPA: 4.0 📅 2022 📍 Georgetown, TX

Coursework: Public service, records organization, written communication, computer applications

Coursework in Public Administration

Austin Community College 🎓 GPA: 4.0 📅 2024 📍 Austin, TX

Coursework: Public administration, records management, office procedures, government services

CERTIFICATIONS

- Passport Acceptance Agent Training 📅 2025
- Court Records Clerk Training 📅 2025

TECHNICAL SKILLS

- **Court Records Systems:** Criminal case intake, court record updates, case routing
- **Vital Records:** Birth certificates, death certificates, marriage licenses
- **Document Review:** Legal elements, signatures, completeness checks
- **Scanning and Imaging:** Document scanning, image quality verification, file orientation
- **Indexing Systems:** Manual indexing, record retrieval, index field entry
- **Financial Processing:** Cash handling, fee collection, cash drawer reconciliation
- **Office Applications:** Microsoft Office, word processing, computerized data entry
- **Records Management:** Electronic files, paper files, file maintenance
- **Public Communication:** Telephone service, email communication, fax communication
- **Mail Operations:** Incoming mail, outgoing mail, copying and collating
- **Passport Services:** Passport applications, applicant screening, U.S. citizen service
- **Administrative Reporting:** Daily reports, weekly reports, transaction documentation

PROFESSIONAL AFFILIATIONS

- Public administration coursework, Austin Community College, with focus on government service and office procedures.
- Court and records service practice, supporting accurate files, respectful communication, and orderly public workflows.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST