

Solomon White

Judicial Operations Clerk, Court Operations

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STRENGTHS

- ♥ **Document accuracy**
Caught missing signatures and mismatched identifiers before routing. Colleagues came to this review step when records needed a second look.
- 👥 **Public service**
Handled callers, visitors, attorneys, and agencies with clear answers. Even tense requests received calm direction and useful next steps.
- 🔒 **Confidential records**
Protected sensitive files through controlled access and careful release practices. Trust grew from consistent handling of private information.
- 📅 **Payment control**
Recorded receipts, reconciled cashier activity, and resolved routine discrepancies. Daily close became easier for colleagues relying on clean records.
- 🔧 **Courtroom readiness**
Prepared hearing materials and room technology before proceedings. Small checks prevented avoidable interruptions during busy calendar days.

SKILLS

<u>Court records</u>	<u>Legal support</u>
<u>Case processing</u>	<u>Document review</u>
<u>Electronic filing</u>	<u>Customer service</u>
<u>Confidentiality</u>	<u>Cashiering</u>
<u>Bookkeeping</u>	<u>Database software</u>
<u>Record keeping</u>	<u>Filing systems</u>
<u>Courtroom preparation</u>	
<u>Digital recording</u>	
<u>Deadline management</u>	

SUMMARY

Judicial operations and legal support professional with four years of experience maintaining accurate case records, processing official documents, serving court users, and supporting deadline driven office workflows. Skilled in reviewing orders, warrants, applications, motions, complaints, bonds, exhibits, **judgment notifications**, payments, and sensitive case materials for completeness and accuracy. Provides clear assistance to attorneys, judges, **law enforcement**, agencies, court employees, clients, and members of the public by phone and in person. Handles cashier duties, basic bookkeeping, electronic filing, database updates, courtroom preparation, digital recording support, equipment readiness, and confidential record control. Brings practical court terminology, dependable prioritization, careful document review, and a service focused approach that supports accurate **official records** and efficient **court operations**.

EXPERIENCE

Legal Operations Specialist

Prairie Legal Services 📅 June 2024 - Present 📍 Cedar Rapids, IA

Supports legal operations through filing intake, case document control, payment processing, hearing preparation, customer service, and secure paper and electronic records management.

- Reviewed filings, exhibits, signatures, and identifiers before **electronic routing** into active **case records**
- Processed orders, motions, complaints, bonds, payments, and supporting materials using controlled filing procedures
- Answered client, attorney, agency, and public questions while directing legal guidance requests appropriately
- Reconciled cashier activity, prepared **transaction records**, and resolved routine payment discrepancies before daily close
- Prepared **hearing materials**, verified document availability, coordinated room technology, and organized digital recording files
- Maintained confidential paper and electronic records through **controlled access** and documented **retention practices**

Legal Support Clerk

Riverbend County Legal Aid 📅 October 2022 - May 2024 📍 Iowa City, IA

Managed legal support workflows across active matters, combining document organization, database accuracy, public service, payment records, hearing preparation, and confidentiality controls.

- Organized pleadings, motions, notices, applications, orders, and evidence across active legal matters
- Updated **legal databases**, cross checked **source documents**, and corrected indexing issues before attorney review
- Served callers and visitors requesting copies, **filing status**, appointments, and **procedural resources**
- Logged payments and receipts, maintained bookkeeping records, and balanced transaction documentation for review
- Prepared **hearing packets**, tracked deadlines, and escalated incomplete or time sensitive submissions
- Protected **sensitive case information** during scanning, filing, correspondence, and records release activities

Office Support Specialist

Midwest Business Support Center 📅 October 2021 - September 2022 📍 Coralville, IA

Handled high volume **administrative support** through records verification, **customer service**, payment intake, basic reconciliation, office readiness, and controlled information handling.

LANGUAGES



MY CAREER



- Legal Operations Specialist at Prairie Legal Services (2.3 Years)
- Legal Support Clerk at Riverbend County Legal Aid (1.6 Years)
- Office Support Specialist at Midwest Business Support Center (11 Months)

- Maintained high volume **business records** using consistent filing and verification standards
- Reviewed forms for missing information, **calculation errors**, and mismatched identifiers before data entry
- Provided phone and **in person** service while routing complex requests to appropriate staff
- Accepted payments, issued receipts, updated transaction logs, and completed basic reconciliations
- Prioritized requests against deadlines while maintaining office supplies and equipment readiness
- Handled confidential business information through controlled access and established **privacy procedures**

PROJECTS

- Electronic Case Record Accuracy Initiative** 📅 2024
Small record errors create large service delays. Standardized review steps improved completeness checks, indexing accuracy, and secure routing across paper and electronic case materials.
- Courtroom Technology Readiness Program** 📅 2023
Reliable proceedings begin before anyone enters a courtroom. Coordinated hearing packets, device setup, digital recording files, and document availability for smoother sessions.

LEADERSHIP & AWARDS

- Recognized by legal operations leadership for dependable case document review and confidential records handling.
- Selected by peers as a trusted resource for payment records, filing questions, and hearing preparation.
- Received positive client and attorney feedback for clear service during deadline sensitive case processing.

EDUCATION

- Associate of Applied Science in Legal Office Administration**
Kirkwood Community College 🎓 GPA: 3.5 📅 2021 📍 Cedar Rapids, IA
***Coursework:** Legal terminology, records management, office procedures, business mathematics*

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2022
- Legal Office Administration Certificate 📅 2021

TECHNICAL SKILLS

- **Office Applications:** Microsoft Excel, Microsoft Word, Microsoft Office
- **Records Systems:** Electronic records, paper records, retention records
- **Case Processing:** Orders, warrants, motions
- **Legal Documents:** Complaints, bonds, exhibits
- **Court Services:** Court resources, copy requests, case questions
- **Payment Processing:** Cashiering, receipts, payment records
- **Bookkeeping:** Transaction logs, reconciliations, accounting
- **Filing Methods:** Electronic filing, indexing, document routing
- **Courtroom Technology:** Electronic devices, digital recording, room setup
- **Information Security:** Confidential data, controlled access, secure records
- **Communication Channels:** Phone service, in person service, written communication
- **Office Administration:** Supplies, equipment, workload prioritization

PROFESSIONAL AFFILIATIONS

- Legal support and court operations community participant focused on accurate records and public service.
- Kirkwood Community College legal office administration alumni network participant.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST