

NAME

Address: XXXXXXXXXXXX, New York, New York 10001
Phone: XXX.XXX.XXXX **Email:** XXXXXXXXXXXX@yahoo.com

CASE ADMINISTRATOR

XXXXXX Agency

Job Announcement Number: XXXX-XX-XXXXXX

Pay Scale and Grade: GS X-XX

Citizenship: XXXXXXXXXXXXXXXX

QUALIFICATIONS PROFILE

Highly organized, multifaceted, and performance-focused professional, offering wide-ranging experience in legal administrative operations. Armed with solid knowledge of legal court procedures encompassing processing correspondences and documents, writing judge orders and return letters, and scheduling cases and reports to calendar. Articulate communicator; with excellent interpersonal skills in cultivating relationships with individuals of diverse levels including staff and judges.

KNOWLEDGE, SKILLS, AND ABILITIES

LEGAL, GOVERNMENT, AND JURISPRUDENCE

- Conducted legal document review and processed needs of each of the case
- Took charge of generating orders and hearing notices and new record of proceeding to encode information to computer program, manage case scheduling, and provide service to applicable parties

RESEARCH

- Employed keen eye for detail in validating accuracy and completeness of all information, motions, requests, applications, and all required paperwork
- Displayed analytical skills in confirming and expediting off-calendar cases for a decision and ensured on-time processing of call up reports for failure of filing documents for immigration judge

ORAL COMMUNICATION

- Communicated with the New York State Department of Corrections for the dates and times to facilitate video hearings with various correctional facilities through the entire state of New York
- Promptly responded to phone calls with regard to legal administrative inquiries or tasks

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX, COMPLETE ADDRESS, CITY, STATE ZIP CODE

Legal Assistant

Mar 2010–Present

Hours per Week: 40

Salary per Year: \$XX.XXX

Supervisor: XXXXXXXXXXXXXXXX (May be contacted)

Contact Number: XXX.XXX.XXXX

- Work collaboratively with the judge both inside and outside the courtroom while maintaining an organized flow of cases at the master and individual hearings on a daily basis
- Assume accountability in reviewing and processing legal documents submitted by the Department of Homeland Security (DHS), attorneys, and aliens as needed for every case
- Prepare orders and hearing notices, encode information to CASE, manage schedule of the case, and serve to the appropriate parties

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Address: XXXXXXXXXXXX, New York, New York 10001

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- Hold responsibility in recording and maintaining CASE computer system with decisions on motions, orders, and applications received
- Take charge of ordering interpreters for court, in compliance with EOIR guidelines

Key Highlights:

- ✓ Functioned as backup court administrator, accountable for creating a weekly to-do calendar for staff that ensured completion of tasks during the absence of an employee at the office
- ✓ Played an integral role in implementing bar code scanning in New York City and Los Angeles, California

EARLIER CAREER

XXXXXXXXXXXX, COMPLETE ADDRESS, CITY, STATE ZIP CODE

Deportation and Parole Clerk

Jan 2008–Dec 2009

Hours per Week: 40

Salary per Year: \$XX.XXX

Supervisor: XXXXXXXXXXXXXXXX (May be contacted)

Contact Number: XXX.XXX.XXXX

EDUCATION

JURIS DOCTOR, JUN 2005

XXXXXXXXXXXX, New York, NY 10001 (GPA: X.XX)

BACHELOR OF SCIENCE IN POLITICAL SCIENCE, JUN 1995

XXXXXXXXXXXX, New York, NY 10001 (GPA: X.XX)

HIGH SCHOOL DIPLOMA, JUN 1991

XXXXXXXXXXXX, New York, NY 10001 (GPA: X.XX)