

J.J. Anderson

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PROFESSIONAL PROFILE

Office management specialist with over ten years' experience assisting with and fulfilling criminal justice professional offices with data coordinating, bookkeeping and support staffing needs and requirements. A proven track record of using excellent interpersonal, communication and organization skills to lead and improve existing departments, train new personnel, and improve department efficiencies. Team player with high quality of work, driven and highly self-motivated, effective conflict management, and adept at working independently.

SKILLS SUMMARY

Computer and Internet friendly; Proficient with Microsoft Office; Team player; Excellent time management skills; Conflict Management; Public Speaking; Multiline telephone management; Excellent verbal and written communication skills; Ability to give presentations to large audiences; Successful leader; Highly organized, able to multi-task and accomplish multiple objectives; Professional demeanor and attentive to detail.

PROFESSIONAL EXPERIENCE

Coryell County CSCD Gatesville, TX

March 15, 2013 -- Present

Data Coordinator/Bookkeeper/Support Staff

My office is the primary office phone line for our department as well as the primary payment office and reception. As Data Coordinator I maintain all essential department data in our system database. I input all information for incoming probationers into our database. I prepare and file all legal documents for the Probation Officers. I correspond with multiple other departments, within the County and in other counties, to collect and distribute appropriate documents as needed. I am the primary contact person for all state data websites as well as our department database for collecting data. I receive and respond to request from Interstate Compact for all incoming cases. I assist the Supervision Officers in preparing their caseloads for the monthly state report. I accurately and timely report monthly statistical information to the state. As Bookkeeper I maintain records and files of all payments received and keep the general ledger through our reporting software, I reconcile the department bank statements each month and mail checks to appropriate person and/or departments. As support staff I backup other support staff as needed as well as Supervision Officers when asked. I assist the court officer and the Director as needed.

52nd District Court Coryell County, Gatesville, TX

January 3, 2011 -- March 14, 2013

Assistant Court Coordinator

Assisted in answering the multiline telephone. Assisted in setting court settings for civil cases as well as felony court cases. Sent court setting letters to all concerned parties via email as well as through the USPS. Developed various projects for Administrative Judge as well as court coordinator, to help ease their burden. Various administrative tasks.

EDUCATION

Terrell High School

1989-1990

High School Diploma

Southern New Hampshire University

2021 - present

Current online student with 33 hours maintaining a 3.959 GPA