

JOHN L. KNIGHT

142 Timberlane Drive
Tupelo, MS 38801

(662) 832-3716
officerknight28@yahoo.com

OBJECTIVE: *To perform a superior task of a Court Administrator, using the knowledge and expertise in the court system gained through academic studies, work related professions, and extended training. To meet all challenges for future employment advancement with strong determination, commitment, and sound ethics*

EDUCATION:

The University of Mississippi, Oxford, Mississippi 1994-1996
Criminal Justice, B.S. Degree

Mississippi Delta Community College, Morehead, Mississippi 1992-1994
Criminal Justice, Associate Degree

Leland High School, Leland, Mississippi 1988-1992
Diploma

QUALIFICATIONS SUMMARY:

- Extensive knowledge of criminal laws, procedures and judiciary
- Plans, coordinates, and directs functions of the court
- Highly capable of solving problems and finding feasible solutions
- Wide knowledge of human behavior and performance
- Excellent communication and interpersonal skills
- Supervises, evaluates, and schedules employees of the court

EMPLOYMENT:

COURT ADMINISTRATOR 07/2014-Present
City of Tupelo **Tupelo, MS**

Duties and Responsibilities: Assures that the Municipal Court is at all times in compliance with state and federal rules, regulations and statutes. Accepts and follows up on complaints from citizens, coordinate interdepartmental issues, and administers oaths of office. Supports and interacts with judges, prosecutors, staff, attorneys, complainants and defendants through knowledge of state statutes and criminal codes. Performs a working position responsible for planning, organizing, directing, supervising, and coordinating all phases of the Municipal Court.

COURT BAILIFF 07/2007-14
Tupelo, MS

Duties and Responsibilities: In charge of handling extraditions for Tupelo City Municipal Court Warrants, maintaining files for all active Tupelo warrants, handling Municipal Court Bailiff duties while court is in session and delivering municipal and district court subpoenas issued to department personnel, handling the transporting of prisoners.

LAW ENFORCEMENT OFFICER 07/2002-7/Present
Tupelo Police Department **Tupelo, MS**

Duties and Responsibilities: patrol highways, streets, roads, and other areas; provide protective services of dignitaries and public gatherings; assist in the investigation of criminal activities; pursue suspects, make arrests; prepare reports and other information as required; enforce motor vehicle laws

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EMPLOYMENT *continued:*

DEPUTY SHERIFF

Lafayette County Sheriff Department

04/1997-07/2002

Oxford, Mississippi

Duties and Responsibilities: patrol highways, streets, roads, and other areas; enforce motor vehicle laws and other state and federal laws, rules and regulations; investigate motor vehicle accidents; assist in traffic control; safeguard property; provide protective services for dignitaries and public gatherings; assist in the investigation of criminal activities; pursue suspects, make arrests; prepare reports and other information required

COMPUTER SKILLS:

Proficiency in use of Windows-based applications, Microsoft Word, Excel, Power Point, Internet navigation and research