



Valentina Carey

Court Services Specialist, Legal Clerical Support

☎ (559) 555-4281 ✉ valentina.carey@example.com

🌐 linkedin.com/example/valentinacarey 📍 Fresno, CA 93704

STRENGTHS

- ✓ **Filing accuracy**
Reviewed signatures, dates, and routing details before indexing. Catching small omissions early kept case materials moving.
- 👥 **Public service**
Explained administrative procedures with patience at counters and by phone. Clear answers helped people find appropriate information.
- 📁 **Recordkeeping**
Used chronological, numerical, and alphabetical systems across paper and electronic files. Reliable retrieval became a daily standard.
- 📅 **Cash controls**
Recorded payments, issued receipts, and reconciled drawer records. Careful arithmetic supported dependable supervisor review.
- 💬 **Sensitive communication**
Stayed composed during disputed or difficult requests. Tactful escalation protected both public trust and clerical boundaries.

SKILLS

Legal documents Court procedures

Case records Data entry

Cash handling Filing systems

Public counter service

Legal terminology

Computerized recordkeeping

SUMMARY

Legal clerical professional with three years of experience supporting document intensive public service and law office operations. Reviews legal forms, filings, exhibits, and case materials for completeness, signatures, dates, routing details, and **filing compliance**. Maintains accurate paper and **computerized records** through indexing, chronological filing, retrieval, quality review, and authorized release. Prepares correspondence, hearing packets, notices, transmittals, and calendar materials from approved templates. Provides clear procedural information about administrative processes while referring legal advice requests to qualified staff. Receives payments, issues receipts, maintains transaction logs, and reconciles cash records under established controls. Brings practical familiarity with legal terminology, subpoenas, orders, hearing notices, data entry, telephone etiquette, and **public counter service**. Types 48 net words per minute, holds a valid **California Class C driver's license**, and remains composed during sensitive interactions and competing deadlines.

EXPERIENCE

Legal Clerical Specialist, Case Processing

San Joaquin Legal Aid Center 📅 April 2025 - Present 📍 Fresno, CA

Supports document intensive legal aid operations through filing review, case indexing, records maintenance, correspondence preparation, **payment processing**, calendar coordination, and public service. Works with attorneys and support staff while applying approved procedures, protecting confidential records, and escalating matters requiring legal judgment.

- Reviewed **legal forms** for signatures, dates, completeness, and routing before case system indexing.
- Maintained electronic and paper case files through naming standards, **chronological filing**, and retrieval checks.
- Prepared hearing packets, notices, **correspondence**, and transmittals using approved templates and proofreading.
- Explained filing procedures at the counter and by telephone, referring legal advice requests appropriately.
- Recorded payments, issued receipts, maintained transaction logs, and reconciled assigned cash drawer records.
- Coordinated delivery and calendar materials, tracking time sensitive filings and escalating missing information.

Records Clerk, Public Records

Central Valley Records Services 📅 September 2023 - March 2025 📍 Clovis, CA

Processed public records and administrative documents from intake through indexing, scanning, quality review, retrieval, and authorized release. Maintained reliable record sequences, corrected metadata discrepancies, answered **public inquiries**, operated **office equipment**, and completed payment and request reconciliations for supervisor review.

- Processed public records through intake, indexing, scanning, quality review, retrieval, and authorized release.
- Verified identifying information and metadata, correcting discrepancies with a documented audit trail.
- Organized active and archived files using alphabetical, numerical, chronological, and retention sequences.
- Answered public and staff requests tactfully, escalating sensitive or disputed matters for review.
- Operated scanners, printers, copiers, telephone systems, and computerized recordkeeping tools daily.
- Maintained payment and request logs, completed **arithmetic** checks, and balanced daily records.

PROJECTS

Legal Records Quality Review 📅 2026

Journal entries Correspondence

Calendar support Office equipment

Records accuracy

Telephone etiquette

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

2.9
YEARS

● Legal Clerical Specialist,
Case Processing at San Joaquin
Legal Aid Center (1.4 Years)

● Records Clerk, Public
Records at Central Valley
Records Services (1.5 Years)

Created a structured review workflow for legal forms, supporting materials, signatures, dates, routing details, and case indexing. Work reflects accurate filing preparation and dependable retrieval practices.

Public Service Payment Reconciliation 📅 2025

Organized payment logs, receipts, transaction records, and arithmetic checks into a consistent review process. Applied established controls while supporting clear service at public counters.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable handling of confidential records, time sensitive filings, and public inquiries.
- Trusted with payment logs, receipt issuance, cash drawer reconciliation, and accurate transaction documentation.
- Commended for maintaining calm, respectful communication during sensitive public and client interactions.

EDUCATION

High School Diploma

Fresno High School 🎓 GPA: 3.5 📅 2023 📍 Fresno, CA

Coursework: English composition, business mathematics, office technology, records management

CERTIFICATIONS

- California Class C Driver's License 📅 2026
- In Person Typing Certificate, 48 Net WPM 📅 2026

TECHNICAL SKILLS

- **Legal Document Processing:** Legal forms, subpoenas, orders
- **Court Records:** Case files, exhibits, sealed records
- **Filing Systems:** Chronological filing, numerical filing, alphabetical filing
- **Recordkeeping Systems:** Case indexing, metadata review, retention procedures
- **Payment Processing:** Cash receipts, transaction logs, drawer balancing
- **Office Applications:** Word processing, spreadsheets, email
- **Office Equipment:** Scanners, printers, copiers
- **Public Service Channels:** Telephone systems, public counters, procedural inquiries
- **Court Calendaring:** Hearing notices, calendars, appearance notices
- **Legal Correspondence:** Transmittals, routine correspondence, service details
- **Data Quality Control:** Completeness checks, audit trails, error correction
- **Typing And Keyboarding:** 48 net WPM, repetitive typing, data entry

PROFESSIONAL AFFILIATIONS

- Legal aid support operations, Fresno area
- Public records and administrative services, Central Valley
- California clerical and court services community

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST