

Sofia Delgado

Court Clerk

✉ sofia.delgado@email.com
☎ (480) 555-0129
📍 Mesa, AZ
🌐 linkedin.com/in/sofiadelgado

SKILLS

- Court Records
- Legal Terminology
- Case Processing
- E-Filing
- Data Entry
- Microsoft Excel
- Microsoft Word
- Modern Office Practices
- Confidentiality
- Customer Service

EDUCATION

Associate of Applied Science

05/2023
Mesa Community College
Mesa, AZ
Paralegal Studies

CERTIFICATES

Microsoft Office Specialist: Excel Associate

09/2024
Certiport

SUMMARY

Bilingual English/Spanish court clerk with 1.5 years processing civil, traffic and small claims cases at a justice court that handles 30,000 filings a year. Knows legal terminology, court records and modern office practices, and handles a busy public counter with steady customer service. Keeps sealed and protected cases under strict confidentiality.

EXPERIENCE

- Court Clerk**04/2025 - Present
- East Valley Justice CourtMesa, AZ
- Limited-jurisdiction court for civil, traffic, eviction and small claims cases.
- Process **60+** new filings a day, checking fees, forms and signatures before data entry in the case system.
 - Maintain court records for eviction and small claims cases, updating dispositions within 24 hours of hearings.
 - Handle the public counter and phones in English and Spanish, serving about 80 customers a day.
 - Track fines and payment plans in Microsoft Excel, flagging 150 overdue accounts a month for notices.

- Legal Receptionist**06/2023 - 03/2025
- Hargrove & Lin Family LawMesa, AZ
- Family law firm with 6 attorneys.
- Answered 70 calls a day and booked client consultations on the attorneys' calendars.
 - Filed pleadings with the superior court through e-filing and kept the docket calendar current.
 - Scanned and indexed 300 documents a week into client files under the firm's privacy rules.
 - Drafted routine letters and forms in Microsoft Word from attorney templates.