



Lee Haidusek Chambers
Liberty County Clerk

JOB ANNOUNCEMENT
Hiring Immediately

The Liberty County Human Resources Department is now accepting applications for the positions described herein. Liberty County is an Equal Opportunity Employer.

JOB TITLE: DEPUTY COUNTY CLERK

SALARY: \$32,000.00 per year/Full-time position

Job Description: Deputy County Clerk for Liberty County

Duties include:

- Processing Criminal Cases filed in the County Courts at Law
- Taking phone calls and answering questions about county courts, including court dockets and case information
- Providing file information to attorneys and assisting the courts during hearings
- Handle court costs, fines, bonds and other payments
- Utilize county computer systems to process payments and update databases

Qualifications and Education Requirements:

High School Diploma. Additional higher education preferred.

Fast learner with excellent verbal communication skills.

Knowledge of Microsoft Office 365 and experience with data entry

Experience handling monetary transactions.

Bi-lingual in English and Spanish preferred, but not required.

Accepting applications until 5:00 PM on March 26, 2021. Fingerprints and an extensive background check will be required. A satisfactory drug test will be required as a condition of employment.

Applications may be obtained from the Treasurer's Office, the Liberty County Clerk's Office at the Liberty Courthouse and Cleveland Annex, or the county website at www.co.liberty.tx.us. Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.