



*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-CRIMINAL COURT RECORDS  
**SALARY:** \$41,863.00 per year/Full-time position with benefits  
**Job Description:** Deputy Clerk assisting the Criminal Court Records Department beginning August 5, 2026, working Monday through Friday, 8:00 A.M. to 5:00 P.M.,

**Duties include:**

- Assisting the County Clerk and Deputy Clerk/Court Records Supervisor with duties related to conducting criminal cases in the County Courts
- Utilizing county computer systems to process documents and update databases, including data on Tyler Enterprise Justice and related software
- Attending court hearings and providing file updates
- Taking phone calls and assisting customers with questions, as well as handling payments including court costs, fees and bonds.
- Attending required training and other educational programs

**Qualifications and Education Requirements:**

High School Diploma. Additional higher education is preferred.

Knowledge of Microsoft Office 365 and experience with computer data entry. Tyler Enterprise Justice experience preferred but not required

Experience handling money and credit card machines for payments

Excellent organizational and verbal communication skills are necessary, particularly working with defendants and attorneys, court personnel, and other members of the County Clerk's Office.

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

Accepting applications until 5:00 PM on July 31, 2026.\* Interviews on August 1 and 2, 2026. Fingerprints and a background check will be required. A satisfactory drug test will be required as a condition of employment. Orientation for new employees on August 5, 2026.

Applications may be obtained from the Treasurer's Office, the Liberty County Clerk's Office at the Liberty Courthouse, or the county website at [www.co.liberty.tx.us](http://www.co.liberty.tx.us). \*Submit original applications to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575 by noon on Friday, July 31, 2026. You may also bring your application to the Liberty County Clerk's Office.