

The Liberty County CSCD is accepting applications for full time positions for administrative assistant in the office located in Cleveland, Texas and the office in Liberty, Texas. Bilingual capabilities are preferred. Applicants must possess a high school diploma or equivalent (GED) and have a favorable criminal background check. Applicants must be computer literate and be proficient in Microsoft Word, Excel, Outlook and have the ability to prepare spreadsheets, emails and input data. Applicants must have good public relations skills. Applications will be accepted through June 28, 2024. Applications can be obtained at any of the CSCD offices located at: 418 Main Street, Liberty, Texas 77575, or 304 A Campbell, Cleveland, Texas.