



DELIA SELLERS

District Clerk

Liberty County, Texas

1923 Sam Houston, Room 115

Liberty, Texas 77575

(936) 336-4682

Public Notice of Job Opening

The Liberty County District Clerk's office has an immediate opening for a Deputy Clerk. Benefit for the position include medical insurance, paid vacation, sick leave, and a generous retirement plan.

Key responsibilities are as follows:

- *Receive and process all legal documents filed
- *Maintain accurate and complete court records
- *Collect and manage court filing fees and other associated costs
- *Provide public access to court records and documents
- *Utilize electronic filing systems to manage court documents
- *Assist the judge and court staff with administrative task
- *Adhere to all state and local laws and regulations regarding court procedures and recordkeeping
- *Assist with phone system

Required Skills, knowledge, and abilities:

- *Efficiently manage a large volume of case files and records and function in a fast-paced environment
- *Computer knowledge is a must (Typing and Microsoft Outlook, Word and Excel)
- *Proficient in using computer systems to input and retrieve court data
- *Effectively interact with attorneys, litigants, and the public to answer questions and provide information in a professional manner
- *Ability to take direction and to follow through
- *Ability to walk, stoop, bend, and carry up to 40 pounds

Please bring application directly to the District Clerk's Office