



*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 FOR CRIMINAL CASES  
**SALARY:** \$40,900.00 per year/Full-time position  
**Job Description:** Deputy Clerk for Criminal/Misdemeanor Court Cases  
Monday through Friday, 8:00 A.M. to 5:00 P.M.,  
Liberty County Courthouse

**Duties include:**

- Processing Criminal Cases filed with the County Courts at Law
- Taking phone calls and assisting customers with questions about criminal cases, misdemeanor dockets, and criminal judgments
- Processing electronic filing and assisting attorneys and the courts during hearings
- Utilize county computer systems to process documents and update databases, including the posting of citations
- Handle court costs, bonds, and other payments
- Assisting with jury processing and docket preparation

**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 with Tyler Enterprise Justice/Odyssey and Tyler Jury software preferred, but not required  
Experience handling monetary transactions, including credit cards  
Bi-lingual in English and Spanish preferred, but not required.

Accepting applications until 5:00 PM on October 7, 2024. Fingerprints and a 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, or the county website at [www.co.liberty.tx.us](http://www.co.liberty.tx.us). Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.