



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. Benefits 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 the district court
- 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

Required skills:

- Efficiently manage a large volume of case files and records
- Ability to accurately record and maintain detailed legal documents and information
- 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
- Ability to take direction and to follow through