

LIBERTY COUNTY
ENGINEERING & PERMITS DEPARTMENT
2103 Cos Street, Liberty, Texas 77575
Phone: (936) 336-4558 FAX: (936) 253-8222

August 14, 2018
Permit Clerk Position

The Liberty County Engineering and Permit Department seeks applications for the position of a full time Permit Clerk. This posting notice will remain in effect until this job is filled. Job applications may be secured at Liberty County's web site or in person at the County HR Department that is located at 1901 Cos Street in Liberty, Texas. Completed applications should be returned to the Liberty County Engineering and Permits Department, same being located at 2103 Cos Street, Liberty, Texas. The starting salary for this position is \$ 29,400 per year. Liberty County is an equal opportunity employer.

Primary job functions of this position are as follows:

- Issue various types of permits
- Process and maintain records
- Collect and process payments for permits
- Interact with inspectors to assure a proper flow of information
- Other job duties as assigned by the Engineering Department Administrator

Required knowledge, Skills and Abilities:

- Familiarity with the operation of a computer – word processing and excel
- Mathematical skills with ability to handle cash and make change
- Public relations and communication skills with the general public
- Must be able to sit for extended periods of time
- The ability to lift and carry up to 20 pounds

Acceptable Experience and Training:

- Valid Texas driver's license
- High School diploma
- Knowledge of acceptable operations of an office
- Bilingual ability is a plus