



JOB ANNOUNCEMENT

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 ELECTIONS

SALARY: \$36,000.00 per year/Full-time position

Duties include:

- Conduct elections for Liberty County in a professional, unbiased manner in accord with federal, state, and local laws
- Work with the County Clerk Elections Director in accord with all federal and state laws and county rules and regulations
- Assist the voter registration for Liberty County
- Assist with the submission reports to the Texas Secretary of State and election entities as required by federal, state, and local laws
- Utilize county computer and election systems to process elections
- Recruit and train election workers, as well as inform the voters on the elections and how to utilize the election systems

Qualifications and Education Requirements:

Must be a qualified voter in the State of Texas.
High School Diploma necessary. Post-secondary education preferred.
Experience with the election process preferred.
Excellent verbal communication skills necessary.
Knowledge of computers and computer applications necessary.
Must refrain from all political party involvement and support of candidates running for election

Accepting applications until June 1, 2023, at 5:00 P.M. An extensive background check will be conducted on each applicant. 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 and Cleveland Annex, or the county website at www.co.liberty.tx.us. Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.

A handwritten signature in blue ink, reading "Duane J. Chambers", is written over a faint circular stamp.