



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

SALARY: \$34,400.00 per year/Full-time position

Job Description: Deputy Clerk for Civil Court Records Management
Monday through Friday, 8:00 A.M. to 5:00 P.M.,
Liberty County Courthouse

Duties include:

- Processing Civil Cases filed in the County Courts at Law
- Taking phone calls and answering questions about county courts, including court dockets and case information
- Providing file information to attorneys and assisting the courts during hearings
- Handle court costs, fines, bonds and other payments
- Utilize county computer systems to process payments and update databases

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 Odyssey software preferred, but not required

Experience handling monetary transactions.

Bi-lingual in English and Spanish preferred, but not required.

Fingerprints and an extensive background check will be required. A satisfactory drug test will be required as a condition of employment.

Interviews for this position begin October 11, 2021, so submit your application as soon as possible. Applications may be obtained from the Treasurer's Office, the Liberty County Clerk's webpage, or the county website. Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.