



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 PROBATE

SALARY: \$36,500.00 per year/Full-time position

Duties include:

- Processing Probate 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 software 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.
Good customer relations skills.

Accepting applications until June 6, 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.