



*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:** \$32,000.00 per year/Full-time position

**Job Description:** Deputy County Clerk for Liberty County

**Duties include:**

- Processing Deed Records, Birth & Death Records, Marriage Records
- Taking phone calls and answering questions about county services
- Assisting public visitors to the office with their requests
- Handle payments for services provided by the office
- 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 handling monetary transactions.

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

Accepting applications until 5:00 PM on February 15, 2020. Fingerprints and an extensive background check will be required. 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](http://www.co.liberty.tx.us). Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.