



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-ELECTIONS OFFICE
SALARY: \$41,850.00 per year/Full-time position with benefits
Job Description: Deputy Clerk assisting the Elections Department beginning April 22, 2026, working Monday through Friday, 8:00 A.M. to 5:00 P.M., Election Hours also required while voting is occurring

Duties include:

- Setting up voting equipment and transporting equipment to voting locations
- Assisting the County Clerk and Deputy Clerk/Elections Director with duties related to conducting elections in Liberty County
- Utilizing county computer systems to process documents and update databases, including data on absentee voters and other voter information
- Helping to maintain and update all voting equipment used by Liberty County
- Assuring required documents and equipment are deployed as needed for elections
- Driving the elections van or personal vehicle for election-related deliveries
- Attending required election law training and other training programs

Qualifications and Education Requirements:

High School Diploma. Additional higher education is preferred.
A valid drivers license and good driving record.
Knowledge of Microsoft Office 365 and experience with computer data entry.
Ability to lift and handle heavy election equipment, especially loading and unloading.
Must be a registered voter and have some knowledge of elections.
Excellent organizational and verbal communication skills are necessary, particularly working with voters, handling complaints and other voter issues.
Bi-lingual in English and Spanish preferred, but not required.

Accepting applications until 5:00 PM on April 15, 2026. Interviews on April 17 and 18, 2026. Fingerprints and a background check will be required. A satisfactory drug test will be required as a condition of employment. Orientation for new employees on April 22, 2026.

Applications may be obtained from the Treasurer's Office, the Liberty County Clerk's Office at the Liberty Courthouse, 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 by end of day, April 15, 2026.