



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-DIRECTOR OF ELECTIONS
Liberty County Clerk Elections Office
SALARY: \$57,500.00 per year/Full-time position
Job Description: Deputy Clerk/Elections Director
Monday through Friday, 8:00 A.M. to 5:00 P.M., Election Hours
as required while voting is occurring

Duties include:

- Managing the staff appointment and training for all election workers
- Assisting the County Clerk with reports to the State of Texas and information on elections as requested through public information requests
- Utilizing county computer systems to process documents and update databases, including data on absentee voters and canvassed votes
- Helping to maintain and update all voting equipment used by Liberty County
- Assuring required documents and equipment are deployed as needed for elections
- Meeting with the Elections Board regarding expenditures and voter needs

Qualifications and Education Requirements:

Experience working with elections is essential
Excellent organizational and verbal communication skills are necessary.
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 TEAM, Vista SG, and VR Star software preferred, but not required
Experience working with people and handling complaints/issues
Bi-lingual in English and Spanish preferred, but not required.

Accepting applications until 5:00 PM on December 8, 2024. Fingerprints and a 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, 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.