



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 Records Management and Customer Service
Monday through Friday, 8:00 A.M. to 5:00 P.M.,
Liberty County Courthouse

Duties include:

- Processing various records filed in the Liberty County Clerk's Office
- Taking phone calls and answering questions about county records, including filing fees and access information
- Utilize county computer systems to process payments and update databases, including the indexing of County Clerk records
- Handle applications for services and process the payments, including birth certificates, death certificates, marriage licenses, agricultural brands, business filings, etc.

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 Tyler Eagle 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.