



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 FOR PROBATE**
SALARY: \$39,000.00 per year/Full-time position
Job Description: Deputy Clerk for Probate & Guardianship Court Cases
Monday through Friday, 8:00 A.M. to 5:00 P.M.,
Liberty County Courthouse

Duties include:

- Processing Probate Cases filed with the County Court and County Courts at Law
- Taking phone calls and assisting customers with questions about applying for probate, current probate dockets, and filed probate case information
- Processing electronic filing and assisting attorneys and the courts during hearings
- Utilize county computer systems to process documents and update databases, including the posting of citations and legal notices
- Handle court costs, bonds, and other payments
- Complete reports for various State offices

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 Odyssey/Justice software preferred, but not required
Experience with people with special needs and the elderly
Experience handling monetary transactions
Bi-lingual in English and Spanish preferred, but not required.

Accepting applications until 5:00 PM on February 5, 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.