

JOB ANNOUNCEMENT

Hiring Immediately

The Liberty County Human Resources Department is now accepting applications for the position described herein. Liberty County is an Equal Opportunity Employer.

JOB TITLE DEPUTY DISTRICT CLERK
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 District Clerk's Office Taking phone calls and answering questions concerning District Court records, including filing fees and access information. Utilize county computer systems to process payments and update databases, including indexing and filing of District Court records.
Handle applications for services and process payments for criminal and civil 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 handling monetary transactions

A satisfactory drug test will be required as a condition of employment.

Applications may be obtained from the Treasurer's Office, or through the county website. Submit the original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.