



**LIBERTY COUNTY  
PRETRIAL SERVICES**

**1923 Sam Houston Street Room 304**

**Liberty, Texas 77575**

**(936) 336-4695**

**FAX (936) 334-3237**

**Brenda.Fairchild@co.liberty.tx.us**

**Brenda Fairchild**

**Director**

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**Job Announcement**

**Part time position**

**Assistant to Pretrial Bond Officer –  
Hourly wages based on experience**

Liberty County Pretrial Services Department provides the courts with accurate and thorough information on individuals to determine eligibility of personal bond supervision and provides individuals with appropriate supervision and support services to insure compliance with conditions of release. The department is also responsible for complying with the legal requirements of supervision, protecting the community and striving for a proper balance between the interest of the community and the rights of the individual.

**General Duties and Responsibilities:**

1. Input information into case management system and reviewing for accuracy.
2. Monitor individuals in the program and determine compliance with pretrial services, reporting violations to the supervisor and documenting in case management system.
3. Maintaining filing of department records within the office along with court clerks' office if necessary.
4. Maintaining a good working relationship with all courts, departments and individuals that may be associated with the judicial system.
5. Be able to effectively deal with individuals and their families in a professional and courteous manner and maintain the confidentiality of non-public information.
6. Willing to interact with individuals accused of crimes and those that may be suffering from mental illnesses.
7. Perform other duties as assigned.

**Minimum Requirements**

1. High school diploma.
2. Microsoft Word and Outlook experience preferred.
3. Bilingual is preferred but not required.

**Applications may be downloaded from our website:  
[www.co.liberty.tx.us](http://www.co.liberty.tx.us) – Employment Opportunities**

**Applications and resumes may be emailed to  
[Brenda.Fairchild@co.liberty.tx.us](mailto:Brenda.Fairchild@co.liberty.tx.us)**

**Or**

**Mail to**

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Liberty, Texas 77575**