



**LIBERTY COUNTY**  
**Permitting and Inspection Department**  
624 Fannin Street, Liberty, Texas 77575  
Phone: (936) 336-4560 x 1660

### PERMIT CLERK

The Liberty County Permitting Department has an immediate opening for a Permit Clerk. This position will start in our Liberty office but will transition to the Cleveland office sometime in September 2025. Interested parties may secure an application from the Liberty County's website at <https://www.co.liberty.tx.us/page/liberty.Jobs.Openings>. Please mail your application and resume to Liberty County Floodplain Administrator at the address above or email to [melinda.soliday@co.liberty.tx.us](mailto:melinda.soliday@co.liberty.tx.us). Additionally, Liberty County employees who have completed the probationary period are eligible to participate in group medical, dental, vision insurance, a generous retirement plan, vacation and sick leave. **Liberty County, Texas is an equal opportunity employer.** Veterans are encouraged to apply.

#### **Primary duties of this position are:**

- Initiate, process and maintain various forms and reports for permits
- Interact with the general public to ensure a proper flow of information
- Assist with the busy phone system
- Assist other clerks when needed
- Other duties as assigned by the Department Administrator

#### **Required knowledge, skills and abilities:**

- Ability to speak, read and write in English and Spanish
- Computer knowledge is must
- Operational familiarity with standard business machines
- Ability to take and follow directions
- Ability to interact with the public in a professional manner
- Ability to function in a fast-paced environment
- Knowledge of Microsoft Outlook, Word and Excel (database a plus)
- Good written and verbal communication skills
- Must be able to sit for extended periods of time
- Ability to walk, stoop, bend and carry up to 40 pounds

#### **Required:**

- Valid Texas driver's license
- High school diploma
- Commitment to learning new skills