

Liberty County Sheriff's Office

Patrol Division

2400 Beaumont Avenue, Liberty, Texas 77575

936-336-4500

Sheriff Bobby Rader

State of Texas

County of Liberty

From: Captain Mark Ellington

Date: July 19, 2019

Dead Line: **08/01/2019 by 5 PM.**

Open Position: Civil Clerk

Assignment: Civil Division

Requirments:

- Civil Experience Preferred but no necessary
- Self-Motivated with strong work ethics

The position will consist of the following:

- Answer phone, screen, direct calls, take and relay messages.
- Provide information to callers as needed.
- Receive, document, and enter civil documents into software programs.
- Must be familiar with Microsoft Office (Word, Excel, Access, etc).
- Must have general knowledge of operating office equipment such as phones, scanners, fax and copiers.
- Provide general administrative and clerical support.
- Position does require occasional outside environment job performances and on call 24/7
- These are the main duties assigned to this position but are not limited as the only duties.
- Must be friendly, polite, and professional at all times whether on the telephone or in person.
- Must be prepared for occasional overtime hours when needed.

Shift: Monday-Friday 8-5 (5-Day work week)

If interested send an email to Capt. Mark Ellington to be put on the list for the interview review board or turn all applications into Captain Ellington. Thank you for your interest.

Captain Mark Ellington