



HARDIN COUNTY HUMAN RESOURCES DEPARTMENT

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Elections Clerk- Elections Department

JOB DESCRIPTION: [Click here](#)

QUALIFICATIONS: High school diploma or equivalent; working knowledge of office practices and procedures; skill or ability to type and enter information accurately; ability to communicate verbally and in writing; ability to use computer and other electronic data equipment; ability to understand and follow instructions, policies, rules and regulations. Must be reliable, able to multi-task and be detail oriented. Must be a Qualified Texas Voter of the State. Long hours and weekends will be required during Elections.

SALARY: Depending on experience

BENEFITS: Fringe benefit package

Signed and completed applications must be submitted to: HR@co.hardin.tx.us

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139