



**HARDIN COUNTY  
HUMAN RESOURCES DEPARTMENT  
DEBBIE MENDISABAL, DIRECTOR**

**POSTING OF AVAILABLE POSITION**

<b>TITLE OF POSITION:</b>	<b>Deputy Clerk – Tax Office</b>
<b>JOB DESCRIPTION:</b>	<b>Available by request</b>
<b>QUALIFICATIONS:</b>	<b>High school diploma or equivalent. Two years general office experience preferred; computer knowledge required. Must be able to communicate effectively with clients – bilingual a plus.</b>
<b>SALARY:</b>	<b>Depending on experience</b>
<b>BENEFITS:</b>	<b>Fringe benefit package</b>
<b>SUBMIT ONE OF OUR COMPLETED APPLICATIONS TO:</b>	<b><u>Email:</u> <a href="mailto:debbie.mendisabal@co.hardin.tx.us">debbie.mendisabal@co.hardin.tx.us</a> <u>Fax:</u> (409) 246-5139 <u>Hand Deliver:</u> HR Department, Room B 107 <u>Or mail to:</u> Hardin County – HR Department P O Box 817 Kountze, TX 77625</b>

Applicants may be contacted for an interview. All information is confidential.  
**Applications will be taken until Tuesday, February 18, 2020, till 5:00 p.m.**

**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