



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Deputy Clerk - County Clerk's Office

**JOB DESCRIPTION:** Available by request

**QUALIFICATIONS:** High school graduate, or its equivalent.  
Coordinates, facilitates, and performs all secretarial and clerical duties.  
Must have people skills.  
Must be efficient with computers.  
This position requires training in election duties.

**SALARY:** \$14.42/hr.

**BENEFITS:** Liberal fringe benefit package

**SUBMIT ONE OF OUR COMPLETED APPLICATIONS TO:** Email: debbie.mendisabal@co.hardin.tx.us  
Fax: (409) 246-5139  
Hand Deliver: HR Department, Room B 107  
Or mail to: Hardin County – HR Department  
P O Box 817  
Kountze, TX 77625

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