



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

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Deputy Clerk - District Clerk's Office

JOB DESCRIPTION: Available by request

QUALIFICATIONS: High school graduate or GED equivalent; working knowledge of computers and modern office practices and procedures; skill or ability to type and enter information accurately; ability to effectively meet and work with the public; ability to communicate verbally and in writing; ability to use computer and other electronic data equipment; understand and follow instructions, policies, rules and regulations. Must be able to multi-task. Required to be bonded.

SALARY: \$14.00 hour

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 7762

**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