



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Deputy Clerk – Tax Office

**JOB DESCRIPTION:** Available by request

**QUALIFICATIONS:** 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.

**SALARY:** Depending on experience

**BENEFITS:** Fringe benefit package

**SUBMIT ONE OF OUR COMPLETED APPLICATIONS TO:** **Email: [debbie.mendisabal@co.hardin.tx.us](mailto: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 Friday, March 22, 2019, 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