



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

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Paralegal Secretary – District Attorney’s Office

JOB DESCRIPTION: Available upon request

QUALIFICATIONS: High school graduate or equivalent. One year of secretarial experience involving the use of legal terminology; or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SALARY: Depending on experience

BENEFITS: 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