



**HARDIN COUNTY  
HUMAN RESOURCES DEPARTMENT  
MELINDA HERRINGTON, DIRECTOR**

**POSTING OF AVAILABLE POSITION**

<b>TITLE OF POSITION:</b>	Deputy Clerk - District Clerk's Office
<b>JOB DESCRIPTION:</b>	Available by request
<b>QUALIFICATIONS:</b>	High school diploma or equivalent. Minimum of 2 years clerical experience. Proficient knowledge of computers including Microsoft Office; type 30 wpm. Must be able to multi-task in a fast-paced environment. Ability to enter and disseminate information accurately; ability to effectively meet and work with the public. Required to be bonded. Some college hours and prior legal experience preferred.
<b>SALARY:</b>	Up to \$18.27/hr. (DOE)
<b>BENEFITS:</b>	Liberal fringe benefit package

**Signed and completed applications must be submitted to: [HR@co.hardin.tx.us](mailto:HR@co.hardin.tx.us)**

Applicants may be contacted for an interview. All information is confidential.  
**Applications will be taken until filled.**

**AN EQUAL OPPORTUNITY EMPLOYER**