



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Trial Coordinator/Evidence Tech- District Attorney's Office

**JOB DESCRIPTION:** Available Upon Request

**QUALIFICATIONS:** High school diploma or equivalent. A minimum of two years working on/with business computers in a multi-user office or governmental environment. Manage information systems provided in support of the District Attorney's Office and felony court system. Pro-actively assists the DA's Office in improving work processes through IT applications; provide technical and specialized hardware and software support to users; and performs a variety of business and administrative functions relative to enhanced prosecution of crime.

**SALARY:** Up to \$33.58/hr. (DOE)

**BENEFITS:** Fringe benefit package

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

***This position is funded by a State grant. Continuation of this position is contingent upon renewal of the grant.***

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

**AN EQUAL OPPORTUNITY EMPLOYER**