



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Data Entry Clerk – Health Department

**JOB DESCRIPTION:** Available upon request

**QUALIFICATIONS:** High school diploma or equivalent. Must be proficient with computers. Must have people skills, be well organized, and a team player.

**SALARY:** \$17.22/hr.

**BENEFITS:** 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**

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

**AN EQUAL OPPORTUNITY EMPLOYER**