



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Temporary 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.  
***\*This position will end September 30<sup>th</sup>, 2024.***

**SALARY:** \$18.63/hour

**BENEFITS:** No benefits

**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**