



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

**POSTING OF AVAILABLE POSITION**

**TITLE OF POSITION:** Deputy Clerk - District Clerk's Office

**JOB DESCRIPTION:** Available by request

**QUALIFICATIONS:** High school diploma or equivalent. Working knowledge of computers and modern office practices and procedures; skill or ability to type and enter information accurately; ability to effectively meet and work with the public, communicate verbally and in writing, ability to use computer and other electronic data equipment. Must be able to multi-task. Required to be bonded. Prior legal experience would be beneficial.

**SALARY:** Up to \$17.74/hr. (DOE)

**BENEFITS:** 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**