



**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 graduate or GED 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; ability to communicate verbally and in writing; ability to use computer and other electronic data equipment; understand and follow instructions, policies, rules and regulations. Must be able to multi-task. Required to be bonded. Prior legal experience would be beneficial.

SALARY: \$16.00/hour

BENEFITS: Liberal fringe benefit package

SUBMIT ONE OF OUR COMPLETED APPLICATIONS TO: Email: hr@co.hardin.tx.us
Fax: (409) 246-5139
Hand Deliver: HR Department, Room B 107
Or mail to: Hardin County – HR Department
P O Box 817
Kountze, TX 7762

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

AN EQUAL OPPORTUNITY EMPLOYER