



**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. Minimum of 2 years clerical experience. Proficient knowledge of computers including Microsoft Office; type 30 wpm. Must be able to multi-task in a fast-paced environment. Ability to enter and disseminate information accurately; ability to effectively meet and work with the public. Required to be bonded. Some college hours and prior legal experience preferred.
SALARY:	Up to \$18.27/hr. (DOE)
BENEFITS:	Liberal fringe benefit package

Signed and completed applications must be submitted to: HR@hardincountytx.gov

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

AN EQUAL OPPORTUNITY EMPLOYER