



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

POSTING OF AVAILABLE POSITION

- TITLE OF POSITION:** Administrative Clerk- County Judge's Office
- JOB DESCRIPTION:** Coordinates, facilitates, and/or performs all secretarial and clerical duties for the County Judge's Office. Provide information and assistance to the public as required. [Click here](#) for full job description.
- QUALIFICATIONS:** High School Diploma or GED plus three (3) years of increasingly responsible clerical experience. Computer proficiency is a must.
- SALARY:** Up to \$21.00/hr. (DOE)
- BENEFITS:** Fringe Benefit Package
- APPLICATION:** [Click Here](#)

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