



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

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Clerk (Part-Time) - Treasurer's Office

JOB DESCRIPTION: Available by request

QUALIFICATIONS: High school graduate or its equivalent.
Must have computer experience.
Accounting experience a plus. (Accounts payable, bookkeeping, payroll, reporting, etc.) Must be able to be bonded. Up to 23 hours per week.

SALARY: \$15.00 hour

BENEFITS: 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 77625

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

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139