



## ***Human Resources***

### **EMPLOYMENT OPPORTUNITY**

POSITION: **RECORDS PRESERVATION COORDINATOR** (Part-time position – 28 hours/week)  
DEPARTMENT: County Clerk  
DATE POSTED: January 7, 2026  
CLOSING DATE: January 16, 2026  
HIRING SALARY: **\$16.20/hr**

#### **POSITION OVERVIEW**

Converts large volumes of paper documents into digital files using scanning equipment and computer software. Prepares documents for scanning by removing staples, paper clips, binders, tape and rubber bands; examines and provides quality control of imaged documents. Performs other duties as apparent and/or assigned.

#### **EDUCATION/EXPERIENCE**

High School Diploma/equivalent and 1 year office experience. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

#### **LICENSE / CERTIFICATION**

None

#### **ADDITIONAL INFORMATION**

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Holiday pay  
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 28 hours per week

**HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **SUBMIT APPLICATION TO:**

**HARRISON COUNTY HUMAN RESOURCES**  
200 W Houston St, Room 328  
Marshall, TX 75670  
[hrassisst@co.harrison.tx.us](mailto:hrassisst@co.harrison.tx.us)

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