



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
hrassist@co.harrison.tx.us

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