



**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:	\$15.45/hr.
BENEFITS:	No benefits available

Signed and completed applications must be submitted to: HR@co.hardin.tx.us

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

AN EQUAL OPPORTUNITY EMPLOYER