



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

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Medical Assistant- Health Services

JOB DESCRIPTION: Available Upon Request

QUALIFICATIONS: High school diploma or equivalent. Must be proficient with computers. Must have people skills. Must communicate effectively orally and in writing and follow our policy and procedures while maintaining cooperative relationships. Must be able to work independently. Must have a current Texas Medical Assistant License and CPR certification.

SALARY: Up to \$22.00/hr. (DOE)

BENEFITS: Fringe benefit package

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

****This position is funded by a State grant. Continuation of this position is contingent upon renewal of the grant.***

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

AN EQUAL OPPORTUNITY EMPLOYER