



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Montgomery County Animal Control	<b>JOB GRADE:</b>	4
<b>JOB TITLE:</b>	Clerk I	<b>HOURLY SALARY:</b>	\$12.50-\$14.05
<b>LOCATION:</b>	8535 State Hwy 242 Conroe, TX 77385	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday - Friday 7:30am - 4:30 pm		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm		

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 35wpm      Admin: 70%      Math: 70%**

<b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays	<b><u>NOTE:</u></b> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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### **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>Must have high school diploma or equivalent</li> <li>General office/Clerical experience</li> <li>Customer service experience</li> <li>Ability to work well with the Public, in person and by phone</li> <li>Ability to effectively communicate verbally and in writing</li> <li>Ability to work well under pressure with constant interruptions</li> <li>Bi-lingual (English/Spanish) preferred</li> </ul> | <ul style="list-style-type: none"> <li>MUST be a Team player, able to work in a fast-pace environment and multi-task</li> <li>Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place</li> <li>Knowledge of animal breeds and behavior helpful</li> <li>Willingness to cross-train and accept additional duties as assigned</li> <li>Able to meet attendance requirements and work any schedule as assigned</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>Answer Animal Control and Animal Shelter telephone calls promptly and courteously, providing accurate information</li> <li>Route Animal Control Officer calls for service</li> <li>Complete timely and accurate computer data entry, ensure data integrity using both paper and computer based filing systems</li> </ul> | <ul style="list-style-type: none"> <li>Ensure the work stations are kept clean, orderly and maintained daily</li> <li>Operate and maintain general office equipment and report equipment or supply needs</li> <li>Process certified mail</li> <li>Any other duties as assigned</li> </ul> |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	633-3900-1	Requisition No:	2643
Date Posted:	07-11-2018	Equal Employment Opportunity Employer	