



# MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Justice of the Peace, Pct. 3	<b>JOB GRADE:</b>	6
<b>JOB TITLE:</b>	Court Clerk II	<b>SALARY:</b>	\$1194.72 bi-weekly
<b>LOCATION:</b>	JP #3 - The Woodlands, TX	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm)		
<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 (Friday: Closed from 12:00pm - 1:00pm)		

**You must take the Montgomery County Clerical Test and pass with the required scores to be able to apply for this position.**

**Montgomery County Clerical Testing is administered at 501 N. Thompson, Suite 204 on a walk in basis, first come first served, every Tuesday, Wednesday and Thursday at 8:30 a.m.**

**Test type and score requirements for this position:**

**Typing**  
**40 wpm**

**Admin**  
**80%**

**Math**  
**80%**

**\*Please DO NOT contact the JP#3 office to inquire about this position. Once they receive your application they will contact you directly if they are interested in setting up an interview with you.**

## Education, Experience and Skill Requirements

- High School Diploma or GED
- Proficiency in MS Office
- Data entry experience, required
- Ability to work well with the Public
- Ability to effectively communicate verbally and in writing
- Must be able to prioritize and multi-task
- Must be detail oriented and possess good organizational skills
- Ability to work well under pressure with constant interruptions
- Must be willing to work in a team setting as well as independently
- Willingness to cross-train and accept additional duties as assigned
- Able to meet attendance requirements and work any schedule as assigned

## Primary Job Duties

- Customer service / Assist citizens with Court and County Government procedures
- Extensive Data entry and filing
- Manage significant public contact in a fast paced, *stressful office*
- Any other duties as assigned by Judge, Administrative Manager

**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:	457-3972-6	Requisition No:	2643
Date Posted:	07-11-2018	Equal Employment Opportunity Employer	