



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Constable Pct. 1	JOB GRADE:	10
JOB TITLE:	Deputy- Constable	SALARY:	\$46,440.68 - \$65,284.44
LOCATION:	115 Business Park Dr. Willis, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Shift Work/Variable		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

To be considered for this position a Montgomery County application and Resume are REQUIRED.

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: 22 wpm Admin: 71% Math: 82% Word: 71%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> 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

- Must complete Montgomery County Human Resources application (screening)
- Must be a US Citizen or a Naturalized Citizen
- Deputy must be at least 21 years of age
- High School Diploma or equivalent Required
- Current Texas Driver's License and proof of insurance required
- Stable credit history and work history required
- Must possess a current TCOLE License
- Must pass all phases of testing and background checks, and oral interview process including the department's firearm qualification course
- No conviction of a Class A misdemeanor or above
- No conviction of a Class B misdemeanor in the last 10 years
- No conviction of family violence
- Must complete Personal History Application (given to applicant after passing all required tests)
- Must be able to pass comprehensive background investigation

Primary Job Duties

All of the deputies in our department are cross trained and have the ability and opportunity to work in a variety of divisions (Marine Division; Mental Health/Crisis Intervention Team; Civil/Patrol; Detectives). A potential candidate may be assigned to any one of these areas.

- All candidates must be willing to accept any assignment to the above divisions. Duty hours vary by position and shift.
- Candidates must meet the above general qualifications to be considered for employment with the Constable's Office.

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 Number:	5511-5910-2	Requisition Number:	2635
Date Posted:	6/18/2018	Equal Employment Opportunity Employer	