



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	County Attorney's Office	<b>JOB GRADE:</b>	11
<b>JOB TITLE:</b>	Paralegal/Legal Assistant	<b>BI-WEEKLY SALARY:</b>	\$1,730.77 - \$2,076.92
<b>LOCATION:</b>	501 N. Thompson, Ste. 300 Conroe, TX 77301	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday-Friday (8:00am-5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources	<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)		

The Montgomery County Attorney's Office has 5 divisions (CPS, Juvenile Prosecution, Real Property, Litigation, and Government Affairs) and employs a staff of approximately 30, including lawyers, legal support staff, a victim assistance coordinator, investigators, and an administrative manager. Our office serves as the chief legal advisor for the county government, which includes over 2,200 employees. For additional information about the Montgomery County Attorney's office, please visit our website at [www.mctxcao.org](http://www.mctxcao.org)

## Education, Experience and Skill Requirements

**To apply for this position a completed application, resume with 3 references and a cover letter explaining how you would be a good fit for this position are required.**

- Minimum of 3 years experience in legal transactional support
- Completion of Paralegal Certificate Program preferred, but not required
- Certification by the Texas Board of Legal Specialization is preferred, but not required
- Strong writing, research, organizational and communication skills required
- Strong interpersonal skills and the ability to work in a team environment are essential
- Must pass a criminal background check

## Primary Job Duties

The Montgomery County Attorney's office is seeking a paralegal/legal assistant for its Government Affairs Division. The position supports three (3) transactional attorneys in areas including contracts, labor and employment, and open records.

**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:	4751-7706-2	Requisition No:	2641
Date Posted:	7/10/2018	Equal Employment Opportunity Employer	