



# 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>	COUNTY ATTORNEY'S OFFICE	<b>JOB GRADE:</b>	9
<b>JOB TITLE:</b>	LEGAL ASSISTANT I	<b>BI-WEEKLY SALARY:</b>	\$1,612.50
<b>LOCATION:</b>	501 NORTH THOMPSON, SUITE 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 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)		

In total, the Montgomery County Attorney's office has 5 divisions (CPS, Juvenile Prosecution, Real Property, Litigation, and Government Affairs) and has a staff of approximately 30, including lawyers, an administrative manager, legal support staff, a victim assistance coordinator, and investigators. The 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).

**To be considered for this position, please provide a Montgomery County application, resume with cover letter explaining why you would be a good fit for this position, and three (3) references.  
All documents must be submitted together.**

**- THE DEPARTMENT WILL NOT ACCEPT APPLICATIONS THAT DO NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION.**

### **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>• Minimum of three (3) years of experience in legal litigation support required</li> <li>• High school diploma or equivalent required</li> <li>• Completion of a college degree is a plus</li> <li>• Completion of a Paralegal Certification Program is a plus</li> <li>• Dependable and well-organized</li> </ul> | <ul style="list-style-type: none"> <li>• Must have strong writing, research, organizational and communication skills</li> <li>• Must have strong interpersonal skills and the ability to work in a team environment</li> <li>• Demonstrated ability to work well with a team as well as independently</li> <li>• Must pass a criminal background investigation</li> </ul> |
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### **Primary Job Duties**

**Paralegal / Legal Assistant** - The Montgomery County Attorney's office is seeking a paralegal / legal assistant for its Child Protective Services (CPS) Division. The position involves a large caseload in support of two (2) experienced child welfare attorneys and two (2) Board Certified Family Law Paralegals.

**Duties include:**

- Opening files, handling services, e-filing, copying, calendaring, filing and any other duties assigned to help the division function as efficiently as possible.

**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:	4751-7701-2	Requisition No:	2562
Date Posted:	9/12/2017	Equal Employment Opportunity Employer	