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.

DEPARTMENT:	COUNTY ATTORNEY'S OFFICE	**JOB GRADE:**	11
JOB TITLE:	LEGAL ASSISTANT III	**BI-WEEKLY SALARY:**	$1,961-$2,500
LOCATION:	501 NORTH THOMPSON, SUITE 300, CONROE, TX 77301	**CIVIL SERVICE:**	NO
SHIFT HOURS:	MONDAY-FRIDAY 8:00AM-5:00PM		
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, 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.

Education, Experience and Skill Requirements

- High school diploma or equivalent required
- Completion of a Paralegal Certification Program is a plus
- Certification by the Texas Board of Legal Specialization is a plus
- Federal litigation experience is a plus
- Must have strong writing, research, organizational and communication skills
- Must have strong interpersonal skills and the ability to work in a team environment
- Must pass a criminal background investigation

Primary Job Duties

The Montgomery County Attorney's Office is seeking a paraprofessional/legal assistant for its Litigation Division. The position supports two (2) litigation attorneys in civil litigation in both state and federal courts.

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:	4751-7706-0	Requisition No:	2503
Date Posted:	3/1/2017	Equal Employment Opportunity Employer	