



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:	District Clerk	JOB GRADE:	4
JOB TITLE:	Part-Time Clerk (29 hours)	SALARY:	\$12.06/hr.
LOCATION:	300 N. Main, 1st Floor, Conroe, TX	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)		

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: 30wpm Admin: 70%

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

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| <ul style="list-style-type: none"> • High school/equivalent education • Ability to file numerically • Ability to work well with the public • Work as a team player with a good attitude and the ability to handle stress successfully • Maintaining confidentiality of Legal Documents | <ul style="list-style-type: none"> • Physically able to lift and shelve boxes up to 30 lbs., lots of stooping, stretching and standing for an all day period of time • Willingness to train and work in any area of office as needed. • Possess good verbal communication skills • Legible and neat handwriting |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Working in storage areas • Lifting file boxes up on shelves, placing files in numerical order, re-arranging continually • Keeping file storage area neatly organized & clean • Answer telephone as needed • Make copies as needed | <ul style="list-style-type: none"> • Walking back & forth from building to building retrieving & searching for files. • Moving & re-organizing office furniture as needed • Cross training in various positions as needed |
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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:	450-4030-500	Requisition Number:	2596
Date Posted:	2/1/2018	Equal Employment Opportunity Employer	