



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:	Extension Office	JOB GRADE:	9
JOB TITLE:	Family & Consumer Sciences Program Assistant	BI-WEEKLY SALARY:	\$1,406.91
LOCATION:	9020 Airport Road, Conroe, TX. 77303	CIVIL SERVICE:	No
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 Math: N/A Admin: N/A

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.
--	---	--

Education, Experience and Skill Requirements

- | | |
|--|---|
| <ul style="list-style-type: none"> Bachelor’s Degree Computer literate / experience with various computer programs preferred including MS Office suite and others Ability to type 30 WPM Ability to maintain accurate filing system Ability to operate office equipment and use technology. | <ul style="list-style-type: none"> Ability to multi-task and initiate new program contacts and maintain positive relationship with existing clients. Bilingual preferred. Experience working with families in various settings Ability to coordinate and lead educational programs. |
|--|---|

Primary Job Duties

- | | |
|--|--|
| <ul style="list-style-type: none"> Assist with Family and Consumer Sciences programming and outreach efforts including, but not limited to, health and wellness initiatives and other identified family needs in the county Conducts educational and promotional programs related to Family and Consumer Sciences at various sites throughout the county Assist with program management including online and hard copy monthly reports Assist with program preparation, implementation, wrap up, evaluations and reports in a timely manner. | <ul style="list-style-type: none"> Assist with purchasing supplies for programs & maintaining accurate supply inventory. Perform general clerical duties including copy, fax, emails, newsletters, mail-outs, creating flyers and brochures, appropriate use of social media, etc. Assist with events held after 5:00 PM and/or on weekends Answer phones, greets public by phone and in person, respond to needs of clients in a professional and timely manner Other duties assigned as needed to support the programming efforts of the department |
|--|--|

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:	665-4209-1	Requisition Number:	2498
Date Posted:	2/23/2017		
	Equal Employment Opportunity Employer		