



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Human Resources	JOB GRADE:	7
JOB TITLE:	HR Coordinator	BI-WEEKLY SALARY:	\$1,478.48
LOCATION:	501 N. Thompson, Ste. 400 Conroe, TX 77301	CIVIL SERVICE:	Yes
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)		

A County Application and Resume are required to apply for this position. 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: 50wpm Admin: 80% Math: 80% Word: 80% Excel: 80%

**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

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| <ul style="list-style-type: none"> High School diploma or equivalent required Computer/data entry skills required Bi-lingual preferred Ability to prioritize and multi-task Confidentiality is a MUST Ability to work with public and other county departments | <ul style="list-style-type: none"> Excellent communication skills, verbal and written Must be able to work well under pressure with constant interruptions Attention to detail a must Willingness to cross-train & accept additional duties as assigned |
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Primary Job Duties

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| <ul style="list-style-type: none"> Receptionist duties (answer phone, scanning, department mail, filing) Receive and process applications Input and maintain applicant information in database and spreadsheets Conduct weekly clerical testing | <ul style="list-style-type: none"> Generate monthly reports Create and upload job postings after department approval Assist other HR department staff as needed Special projects Other duties as assigned |
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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:	401-4244-1	Requisition Number:	2634
Date Posted:	6/12/2018	Equal Employment Opportunity Employer	