



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:	Information Technology	JOB GRADE:	6
JOB TITLE:	Clerk III (Part Time)	SALARY:	\$17.00 hour
LOCATION:	301 N. Thompson, Ste 101	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday 10:00am - 3:00pm		
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)		

Education, Experience and Skill Requirements

- High School Diploma or equivalent required
- Experience with Microsoft Office 2013 preferred
- Strong interpersonal skills for working with the public
- Strong verbal and written communication skills
- Strong troubleshooting skills for solving problems accurately and quickly
- Ability to work without direct supervision and on multiple projects at one time while maintaining quality of work

Primary Job Duties

- Answer incoming calls to the County’s main line and route calls to correct County Department
- Handle all outgoing mail, insuring proper postage is attached
- Handle special or certified mail
- Coordinate daily mail pick-up for all outgoing County mail
- Assist with mailing of packages and letters
- Monitor postage usage and order additional postage as needed
- Research, prepare and scan telephone and UPS bills for payment
- Additional duties as required

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:	503-3930-500	Requisition Number:	2599
Date Posted:	2/5/2018	Equal Employment Opportunity Employer	