



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:	Justice of the Peace, Pct. 2	JOB GRADE:	6
JOB TITLE:	Court Clerk II	BI-WEEKLY SALARY:	\$1,136.44
LOCATION:	2241 North 1 st , Conroe, TX 77301	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (with every other Friday off)		
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!**

*Please **DO NOT** contact the JP #2 office to inquire about this position. Once they receive your application they will contact you directly if they are interested in setting up an interview with you.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 45wpm Admin: 80% Math: 80% Word: 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 GED Equivalent Minimum 2 years office/clerical experience preferred General knowledge of office related equipment and computer operations Data entry experience required Ability to stay calm in stressful situations | <ul style="list-style-type: none"> Able to meet attendance requirements Experience in handling money Able to prioritize work, handle multiple tasks and work independently Excellent communication skills Willingness to cross-train and accept additional duties as assigned. |
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Primary Job Duties

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| <ul style="list-style-type: none"> Process heavy volume of receipts at front counter Process heavy data entry and Filing Be responsible for preparing court dockets | <ul style="list-style-type: none"> Assist citizens with court procedures Any other duties as assigned by Judge, Administrative Manager and supervisor |
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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 No:	456-3972-3	Requisition No:	2506
Date Posted:	03/07/2017	Equal Employment Opportunity Employer	

