



# 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.

<b>DEPARTMENT:</b>	Justice of the Peace, Pct. 2	<b>JOB GRADE:</b>	6
<b>JOB TITLE:</b>	Court Clerk II	<b>BI-WEEKLY SALARY:</b>	\$1,136.44
<b>LOCATION:</b>	2241 North 1 <sup>st</sup> , Conroe, TX 77301	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday (with every other Friday off)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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"> <li>• High School Diploma or GED Equivalent</li> <li>• Minimum 2 years office/clerical experience preferred</li> <li>• General knowledge of office related equipment and computer operations</li> <li>• Data entry experience required</li> <li>• Ability to stay calm in stressful situations</li> </ul> | <ul style="list-style-type: none"> <li>• Able to meet attendance requirements</li> <li>• Experience in handling money</li> <li>• Able to prioritize work, handle multiple tasks and work independently</li> <li>• Excellent communication skills</li> <li>• Willingness to cross-train and accept additional duties as assigned.</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Process heavy volume of receipts at front counter</li> <li>• Process heavy data entry and Filing</li> <li>• Be responsible for preparing court dockets</li> </ul> | <ul style="list-style-type: none"> <li>• Assist citizens with court procedures</li> <li>• Any other duties as assigned by Judge, Administrative Manager and supervisor</li> </ul> |
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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:	2557
Date Posted:	08/08/2017	Equal Employment Opportunity Employer	