



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL APRIL 7, 2017.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

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| DEPARTMENT: | Montgomery County Sheriff's Office | JOB GRADE: | 7 |
| JOB TITLE: | Clerk IV- Central Jail Records | SALARY: | \$34,257.76 (\$1317.61/bi-weekly) |
| LOCATION: | #1 Criminal Justice Dr. Conroe, TX | CIVIL SERVICE: | Yes |
| SHIFT HOURS: | Must be able to work all shifts: evenings, nights, weekends, and holidays. | | |
| 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) | | |

- To be considered for this position a completed Montgomery County Application and resume are required.
- The submission of your application to Montgomery County does not guarantee an interview.
- Montgomery County Recruiting will contact you directly if they are interested in setting you up for an interview.

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: 35wpm Admin: 70% Math: 70% Word: 70% Excel: 70%

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"> Must be a U.S. Citizen and resident of the contiguous United States for a period of time sufficient to conduct a background investigation Must possess a High School Diploma or GED Ability to work well with the public Must possess a current valid Texas driver's license and proof of liability insurance. Computer experience and data entry skills Must be able to work well under pressure Attention to detail is a must Ability to effectively communicate verbally in person as well as on the telephone | <ul style="list-style-type: none"> No conviction above a Class B Misdemeanor or a Class B Misdemeanor within the last 10 years nor have been on or currently on court-ordered community supervision or probation for any criminal offense Must have reliable transportation Must be able to multi-task Must be able to lift up to 35lbs. Must be able to maintain confidentiality of sensitive information 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"> Process inmate arrest paperwork Set up visitation for Attorneys, Parole Officers, Investigators, and family with inmates Filing of reports with Jail records Assisting the public with any and all questions concerning inmates, their charges, fines, and bond information Accept bonds from the public and the numerous bonding companies Answer busy phones | <ul style="list-style-type: none"> Calculate jail time for judgments that are received from the District and County clerks Communicate with District Attorney's office, County Attorney's office, and all the Judges in reference to the inmates charges or sentence Communicate with numerous attorneys on a daily basis Accept bond fee money, cash bonds, and fines and process receipts for the money received |
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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.

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| Position Number: | 5601-3940-8 | Requisition Number: | 2848 |
| Date Posted: | 2/7/2017 | | |
| | | Equal Employment Opportunity Employer | |