



# 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.

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

- 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**

- 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
- 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

### **Primary Job Duties**

- Processing, entering, filing and/or confirming documents
- Assist all agencies, attorneys, bond companies, and the public with questions
- Must be able to work some overtime during times of high volume
- Answer busy phones
- Special projects as assigned
- Complete any other duties as assigned
- Must be able to work other Shifts as needed

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:	5601-3940-11, 28, 31	Requisition Number:	2485, 2486, 2487
Date Posted:	2/7/2017	Equal Employment Opportunity Employer	