



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.

DEPARTMENT:	Montgomery County Sheriff's Office	JOB GRADE:	1
JOB TITLE:	Part-Time Clerk (24-28 hr. week)	SALARY:	\$10.00/hr.
LOCATION:	#1 Criminal Justice Dr. Conroe, TX	CIVIL SERVICE:	No
SHIFT HOURS:	Must be able to work variable hours as assigned.		
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 current valid Texas driver's license and proof of liability insurance with no more than 3 moving violations in the past 3 years. • Ability to work well with the public and other county departments • High School Diploma or GED • Computer experience and data entry skills required • Must be able to work well under pressure • Attention to detail is a must | <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 be able to lift up to 35 lbs. • Must have reliable transportation • Basic knowledge of MS Office • Willingness to cross train & accept additional duties as assigned • Ability to effectively communicate verbally • Good organizational skills • Must be able to multi-task |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Processing, entering, filing and/or confirming documents • Assist all agencies, attorneys, bond companies, and the public with questions | <ul style="list-style-type: none"> • Answer busy phones • Special projects as assigned • Complete any other duties as assigned • Must be able to work other shifts as needed |
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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 Number:	5601-3903-600	Requisition Number:	2482
Date Posted:	1/25/2017	Equal Employment Opportunity Employer	