

Application Process

Thank you for considering employment with Montgomery County. We invite you to review our site and search our current job postings. New postings may be added at any time so check back as often as you'd like to see if any opportunities match your interests. You may also find available job postings by calling our job line: (936) 538-8136, which is updated every Friday.

Testing

As you review the job posting, please note the requirements for that position. The position may require a 2 part Clerical Test – Administrative and Math. Additional tests may also be required: Excel, Word, Accounts Payable and Power Point. A typing test may be required, with the job posting stating the minimum speed.

Clerical Test Scores

To pass the Clerical Test you must score 70% or better on each section of the test and must also pass additional tests, if required, with 70% or better. Check the job posting as some positions may require a score of 90% or better on each section of the test. Should you not pass the Clerical Test, you may retake it in 90 days.

Test Scheduling

If the position requires a Clerical Test(s): Call Montgomery County Human Resources to schedule at (936)539-7886.

Testing Times: Every Thursday 8:30am, 11:30am and 3pm

If the position requires a Typing Test: Contact any WorkForce Solutions location to schedule a typing test.

Testing Location

The Typing Test is conducted at any Workforce Solutions.

The Pre-Scheduled Clerical Test is conducted at:

WorkForce Solutions (next to Hobby Lobby)

2018 – A I - 45 North

Conroe, Texas 77301

(936) 441-0037

Mapquest: <http://www.mapquest.com/maps?city=Conroe&state=tx&address=2018a+I-45+North>

- Arrive 5-10 minutes before testing time to check in.
- You will be required to provide a picture I.D.
- If you cannot make your scheduled test time, contact Montgomery County Human Resources to cancel or reschedule your test. We require a 24 hour cancellation notice and failure to do so will result in a 30 day waiting period before you can reschedule. Also, should you schedule a test and not show up to take the test and then call to reschedule, there will be a 30 day waiting period before you can reschedule.

Referral Card

The job posting may state that a referral card is necessary. This referral card is provided by an Employment Counselor at WorkForce Solutions once you have registered and taken the appropriate test(s).

Submit Application

Once you have completed the requirements of the job posting, submit your completed application and resume to Montgomery County Human Resources Department. Be sure to provide the typing results and referral card (if required on job posting). **We will accept applications only AFTER you have met the position requirements. A resume alone will not be accepted.**

ACCEPTING APPLICATIONS: M-F 8am – 5pm (Closed Friday 12pm-1pm)

LOCATION: Montgomery County Human Resources

501 N Thompson Street Suite 400

Conroe, TX 77301

(936) 539-7886

After turning in your application and typing results (if required) to Human Resources, your clerical test scores will be added to your application and will stay on file for 2 years. Once your application expires, and you are interested in applying, you will need to re-submit an application, and re-take the Clerical test (if required).

Request for Application Forwarding

As other positions arise that you are interested in, review the job posting, and verify that the information we have on file meets the requirements of the position. Contact jobs@mctx.org and request your application be forwarded. Please list the department and job title in the "Subject" line. You may also request your application be forwarded by calling Human Resources at (936) 539-7886. If the position requires additional testing, you must schedule and pass the additional test(s) before your application is forwarded.

Note:

- **If you do not meet the minimum qualifications or you have not completed the application process, your application will not be sent.**
- If the position requires a degree, please attach your transcripts.
- Do not call our office to verify that your application has been sent. This only slows down the application process and makes it difficult for us to process job openings and applicants in a timely manner. We regret that we cannot take the time to get to know each applicant personally, but the volume of applicants does not allow us time to do so if we are to meet our goal of matching applicants and jobs as quickly as possible.
- It is your responsibility to update information on file, including additional tests that you may have taken. You will need to re-submit an application if there are any changes to it. We are not able to update information by phone.
- Clerical test results are added to the application once received in Human Resources. If you have taken the Clerical Test, and do not turn in an application within 90 days, you will be required to re-take the Clerical Test.

If you have any questions please contact Montgomery County Human Resources Department.

American with Disabilities Act

Montgomery County is an equal opportunity employer and complies with the Americans with Disabilities Act. If you require an accommodation to apply for a position, please request assistance from the Human Resources Department at (936) 539-7886.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER