



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Treasurer	<b>JOB GRADE:</b>	10
<b>JOB TITLE:</b>	Administrative Assistant I	<b>BI-WEEKLY SALARY:</b>	\$1615.38 - \$1769.23
<b>LOCATION:</b>	Montgomery County Treasurer Office	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday-Friday (7:30am-5:30pm)		
<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!**

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 40wpm      Admin: 80%      Word: 80%      Excel: 80%**

**Education, Experience and Skill Requirements**

- High school diploma required
- Less than 5 years' experience required
- Must have experience with data entry and retrieval
- Knowledge of basic Word processing and/or Excel experience
- Must have the ability to enter data and produce basic documents
- Requires general knowledge of office related products, such as calculator, copy machines, basic computer operations, etc.
- Must have basic level of office machinery operation

**Primary Job Duties**

- Run day to day operations of the office
- Create and maintain electronic records storage
- Communicate with other departments, employees and the public
- Assist Treasurer with personnel, budget and purchasing
- Backup duties for Accounts Payable and Cash Receipting as needed
- Develop and refine Policies, Procedures, and Processes for statutory duties of the Treasurer's Office
- Development and Maintenance of County Treasurer's website and Official Social Media
- Assist with Commissioners court reporting, presentations and with training materials

Position No:	497-4213-1	Requisition No:	2746
Date Posted:	05-09-2019	Equal Employment Opportunity Employer	