



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Animal Control	JOB GRADE:	11
JOB TITLE:	Office Supervisor II	BI- WEEKLY SALARY:	\$1,704.65
LOCATION:	8535 State Highway 242 Conroe, TX 77385	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm). Schedule subject to change.		

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)		

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% Math: 80% Word: 80%

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.
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> Must have high school diploma or equivalent Previous Supervisory, Purchasing and/or Payroll experience preferred Customer service experience Ability to work well with the Public, in person and by phone Ability to effectively communicate verbally and in writing Ability to work well under pressure with constant interruptions | <ul style="list-style-type: none"> MUST be a Team player, able to work in a fast-pace environment and multi-task Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place Ability to make sound judgments in accordance with departmental rules, regulations and policies Knowledge of animal breeds and behavior helpful Able to meet attendance requirements and work any schedule as assigned |
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Primary Job Duties

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| <ul style="list-style-type: none"> Supervises staff, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures Supervises and participates in the monitoring of radio. Dispatches calls to Animal Control Officers; provides information necessary to respond in and efficient manner; enters all information on computer Answer telephone calls promptly and courteously; responds to telephone calls regarding a variety of subjects pertaining to Animal Control; explains ordinance requirements pertaining to animal control; inputs calls for service into computer | <ul style="list-style-type: none"> Processes purchasing requests accurately in a timely manner for Animal Control & Animal Shelter. Ensures all payments are processed in a timely manner Processes payroll in a timely manner for Animal Control and Animal Shelter. Manages the fleet of vehicles in regards to maintenance, repairs, inspections and registrations Functions as a backup for the Animal Control Director and Animal Control Supervisor Regular, reliable and punctual attendance is an essential function of the job Any other duties as assigned by supervisor |
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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:	633-8504-1	Requisition Number:	2698
Date Posted:	11-21-2018	Equal Employment Opportunity Employer	