



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Montgomery County Animal Shelter	JOB GRADE:	6
JOB TITLE:	Clerk III (Part-time)	HOURLY SALARY:	\$14.66
LOCATION:	8535 State Hwy 242 Conroe, TX 77385	CIVIL SERVICE:	No
SHIFT HOURS:	Must be able to work variable hours as assigned – including weekends and/or holidays		
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: 35wpm Admin: 70% Math: 70%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays	<u>NOTE:</u> 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 General office/Clerical experience Customer service experience Ability to work well with the Public, in person and/or by phone, by writing or email Ability to effectively communicate verbally and in writing Ability to work well under pressure with constant interruptions Bilingual English/Spanish preferred | <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 shelter environment & willing to accommodate animals in the work place Knowledge of animal breeds and behavior helpful Willingness to cross-train and accept additional duties as assigned 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"> Assist clients with companion intake, adoption and/or reclaim processes Facilitate client/companion interactions to ensure a safe and pleasant experience Complete adoption agreements, microchip registration forms, provide and discuss medical history Assist clients with completing necessary and required documents Answer telephone calls promptly and courteously, providing accurate information Responsible for incoming financial transactions | <ul style="list-style-type: none"> Complete all necessary forms and data entry to process adoptions while keeping an eye to detail Complete timely and accurate computer data entry, ensure data integrity using both paper and computer based filing systems Responsible for accurately closing and balancing cash drawer Ensure the lobby and work stations are kept clean, orderly and maintained daily Operate and maintain general office equipment and report equipment or supply needs Must be able to work with any and all animal breeds Any other duties as assigned |
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Position No:	6331-3930-600	Requisition No:	2738
Date Posted:	04-05-2019		
		Equal Employment Opportunity Employer	