



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Collections	JOB GRADE:	6
JOB TITLE:	Clerk III	BI-WEEKLY SALARY:	\$1,136.44-\$1,363.60
LOCATION:	207 Phillips, Conroe, TX 77301	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm)		
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: 30wpm Math: 75% Admin: 75%

<p><u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p>	<p><u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p>	<p><u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.</p>
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***RESUME REQUIRED – PLEASE ATTACH A RESUME TO THE COUNTY APPLICATION**

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High School Diploma or GED Minimum 2 years of general office/clerical experience (knowledge of modern office practices, procedures and equipment) Ability to handle multiple projects simultaneously and prioritize work assignments Prior customer service or call center experience Data entry/10 key by touch/accuracy is important Must be detail oriented Ability to work independently and with a team | <ul style="list-style-type: none"> Ability to establish and maintain effective working relationships with co-workers and others Must have the ability to communicate professionally and effectively, both verbally and written Ability to communicate with the general public and effectively deal with questions and concerns Must be punctual and maintain regular and predictable attendance Must perform any and all duties assigned in a professional, proficient and pleasant manner |
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Primary Job Duties

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| <ul style="list-style-type: none"> Answer inbound phone calls with the primary objective to provide guidance on payment plans Maintain and update database as necessary Distribute payment plan applications and check for accuracy | <ul style="list-style-type: none"> Answer questions regarding payment plans in person Filing and general clerical duties |
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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:	404-3930-1	Requisition Number:	2728
Date Posted:	3-12-2019		Equal Employment Opportunity Employer