



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:	Commissioner Pct. #3	JOB GRADE:	10
JOB TITLE:	Administrative Assistant I	BI-WEEKLY SALARY:	\$1,570.16
LOCATION:	1130 Pruitt Road Spring, TX 77380	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: 35wpm Admin: 80% Math: 80% Word: 80%

<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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Education, Experience and Skill Requirements

- High School Diploma or GED equivalent
- One year prior general office experience
- Computer literate
- Ability to multi-task
- Organizational Skills
- Good verbal and written communication skills
- Ability to work and communicate well with the public and other county departments
- Data Entry experience
- Microsoft Office experience

Primary Job Duties

- Greet and assist residents/guest
- General office/clerical duties
- Answer multi-line phone
- Enter work orders
- Assist with payroll
- Assist with purchasing
- Any and all other duties assigned

Position Number:	614-4213-1	Requisition Number:	2739
Date Posted:	04-09-2019	Equal Employment Opportunity Employer	