



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%

**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.**

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Ability to work and communicate well with the public and other county departments • Data Entry experience • Microsoft Office experience |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Greet and assist residents/guest • General office/clerical duties • Answer multi-line phone • Enter work orders | <ul style="list-style-type: none"> • Assist with payroll • Assist with purchasing • Any and all other duties assigned |
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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:	614-4213-1	Requisition Number:	2739
Date Posted:	04-09-2019	Equal Employment Opportunity Employer	