



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:	County Clerk	JOB GRADE:	6
JOB TITLE:	Court Clerk II	ANNUAL SALARY:	\$29,547 - \$39,138
LOCATION:	210 W. Davis St., Conroe, TX	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: 40 wpm Math: 80% Admin: 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

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| <ul style="list-style-type: none"> High School Diploma or GED Minimum 2 yrs of general office/clerical experience (knowledge of modern office practices, procedures and equipment) Ability to handle multiple projects simultaneously and prioritize work assignments Court Clerk and/or legal experience helpful Prior customer service or public contact experience Data entry/10 key by touch/accuracy important Attention to detail Ability to work independently and with a team Neat and legible handwriting | <ul style="list-style-type: none"> Ability to establish and maintain effective working relationships with co-workers and others Ability to communicate professionally and effectively, both orally and in writing. Bi-lingual preferred (English/Spanish) Ability to meet the general public well and to deal effectively with questions and concerns Able to lift up to 35 pounds Must be punctual and maintain regular and predictable attendance Perform all duties in a professional, proficient and pleasant manner |
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Primary Job Duties

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| <ul style="list-style-type: none"> Attend Court, file cases, receive and file pleadings, issue service, warrants, etc. Data entry, document scanning, indexing of documents, prepare copies, answer phones, work mail Filing and general clerical duties Assist attorneys and the public | <ul style="list-style-type: none"> Serve as cashier (maintain, balance and reconcile a cash drawer) collect filing fees, court costs, fees and fines Work closely with other County departments, State agencies, etc. Any and all duties assigned |
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Position Number:	403-3972-5	Requisition Number:	2688
Date Posted:	10-25-2018	Equal Employment Opportunity Employer	