



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	District Attorney	<b>JOB GRADE:</b>	8
<b>JOB TITLE:</b>	Court Clerk IV	<b>BI-WEEKLY SALARY:</b>	\$1,551.98
<b>LOCATION:</b>	207 West Phillips, Conroe, TX	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday - Friday (8:00am - 5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

To be considered for this position a completed **Montgomery County Application** and **Resume** are **REQUIRED**

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: 40wpm      Admin: 80%      Math: 80%      Word: 80%      Excel: 80%**

<b>Testing Location:</b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b>Testing Days/Time:</b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<b>NOTE:</b> 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"> <li>High School Diploma or GED</li> <li>Computer/Data Entry Skills required</li> <li>1-2 years' experience in an office setting preferred</li> <li>Ability to work well with public and other County departments</li> <li>Good organizational skills (attention to detail is a must)</li> <li>TLETS experience preferred</li> <li>Bilingual preferred (not required)</li> </ul> | <ul style="list-style-type: none"> <li>Willingness to cross-train &amp; accept additional duties as assigned</li> <li>Must be able to work well under pressure with constant interruptions</li> <li>Must be able to prioritize and multi-task</li> <li>Good communication skills (able to effectively communicate verbally)</li> <li>Light lifting (up to 20 lbs)</li> <li>Tyler Odyssey/AbleTerm/Spillman experience preferred</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Receptionist Duties (answer multiple phone lines, assist law enforcement, prosecutor and general public)</li> <li>Data Entry, Filing, Correspondence</li> </ul> | <ul style="list-style-type: none"> <li>Open case files as they originate with our office</li> <li>Assist law enforcement and prosecutors with charging station</li> <li>Special projects &amp; other duties as assigned</li> </ul> |
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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:	4351-3995-11	Requisition Number:	2742
Date Posted:	4-30-2019	Equal Employment Opportunity Employer	