



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:	District Clerk	JOB GRADE:	6
JOB TITLE:	Court Clerk II	BI-WEEKLY SALARY:	\$1,136.44
LOCATION:	300 N. Main, 1st Floor, 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: 35 wpm Admin 80% Math 80% Word 80%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> 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"> Spanish speaking individual helpful High school diploma or equivalent Ability to maintain confidentiality of legal documents General office skills with previous customer service experience Legible and neat handwriting Good communication and organizational skills/detail orientated Data entry experience required | <ul style="list-style-type: none"> Computer literate / Word Perfect and Windows helpful Ability to work overtime during times of heavy workload Lifting (book and boxes up to 30 lbs) bending, stooping, stretching and standing at various times Work as a team player with a good attitude and the ability to handle stress successfully |
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Primary Job Duties

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| <ul style="list-style-type: none"> Communicate intelligently with attorneys, Judges and general public, in person and by telephone Process legal documents for filing Research and provide information concerning court cases Data entry of case information Moving & re-organizing office furniture as needed | <ul style="list-style-type: none"> Ability to count money and assume cashier responsibilities Willingness to cross-train and accept additional duties as assigned Walking back and forth from building to building retrieving & searching for files Any other duties as required by supervisor |
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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:	450-3972-2	Requisition Number:	2729
Date Posted:	3-12-2019	Equal Employment Opportunity Employer	