



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:	Environmental Health	JOB GRADE:	7
JOB TITLE:	Designated Representative I	ANNUAL SALARY:	\$41,320.20
LOCATION:	501 N. Thompson Ste. 101	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)		

Education, Experience and Skill Requirements

- High school diploma or equivalent
- Four (4) years' experience in environmental law preferred
- Good communication and organizational skills
- Excellent interpersonal skills, flexible and adaptable to changing working environment
- Must be a team player
- Must pass criminal background investigation
- Must have a clean Motor Vehicle Report
- General knowledge of office related products, such as calculator, copy machines, basic computer operations, etc. experience helpful
- Requires intermediate to advanced word processing, spreadsheet, and/or other types of computer software experience
- Ability to work outside under all weather conditions
- Must have or be able to be licensed from TCEQ (Designated Representative)

Primary Job Duties

- Inspections of On-Site Sewage Facilities
- Investigates Environmental Complaints
- Prepare criminal and civil cases for court
- Assist in enforcement of state, federal, and local environmental laws
- Participates in education to the public and current changing environmental laws and regulations

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 No:	632-1700-2	Requisition No:	2705
Date Posted:	12-18-2018	Equal Employment Opportunity Employer	