



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:	Elections	JOB GRADE:	1
JOB TITLE:	Part-time Voter Registration Clerk 15 – 29 hours per week, Seasonal	BI- WEEKLY SALARY:	\$11.26 hr.
LOCATION:	Election Central	CIVIL SERVICE:	No
SHIFT HOURS:	Monday – Friday Various hours (Extended hours, weekends and holidays as needed)		
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 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: 30wpm Admin: 70% Math: 70% Word: 70%

Testing Location: Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	Testing Days/Time: Tuesdays, Wednesdays and Thursdays at 8:30 a.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.
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RESUME MAY BE ATTACHED TO THE COUNTY APPLICATION

Education, Experience and Skill Requirements

- High School Diploma or GED
- 6 months work experience
- Basic office equipment knowledge
- General office skills with previous customer service experience
- Legible and neat handwriting
- Good communication and organizational skills
- Data entry experience preferred
- Ability to work overtime during times of heavy workload / Elections
- Ability to work independently and as a team with a good attitude and the ability to handle stress successfully
- Ability to communicate with the general public
- Must pass background investigation

Primary Job Duties

- Register citizens for Voter Registration and assist as needed
- Collect fees and record money received
- Answer telephone using proper etiquette, taking messages or referring questions as needed
- Enter data into computerized system as appropriate to specific position
- Open mail & distribute
- All other duties as required by supervisor

Position Number:	4901-4137-600	Requisition Number:	2735
Date Posted:	04-04-2019	Equal Employment Opportunity Employer	