



# 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.

|                             |   |                          |  |
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| <b>DEPARTMENT:</b>          | Office of Homeland Security and Emergency Management                    | <b>JOB GRADE:</b>        | 5  |
| <b>JOB TITLE:</b>           | Clerk II  | <b>BI-WEEKLY SALARY:</b> | \$1,157.98                                     |
| <b>LOCATION:</b>            | 9472 Airport Road. Conroe, TX 77303                                     | <b>CIVIL SERVICE:</b>    | Yes  |
| <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<br>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) |                          |  |

**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: 70%      Math: 70%      Word: 70%      Excel: 70%**

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| <b><u>Testing Location:</u></b><br>Commissioners Court Building<br>501 N. Thompson, Suite 204<br>Conroe, TX 77304 | <b><u>Testing Days/Time:</u></b><br>Tuesdays, Wednesdays and<br>Thursdays at 8:30a.m. only.<br><b>*No testing on county holidays.</b> | <b><u>NOTE:</u></b><br><b>First 15 people in line will be<br/>accepted for testing. Testing is on a<br/>walk in basis, first come first served.</b> |
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**Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>High School Diploma or G.E.D.</li> <li>Associate's Degree preferred</li> <li>Intermediate to advanced experience in Microsoft Word, Outlook and Excel</li> <li>Must be able to compose effective emails, correspondence and letters</li> <li>Typing 35 WPM</li> <li>Must be able to prioritize job duties in order to meet deadlines</li> </ul> | <ul style="list-style-type: none"> <li>Must possess excellent written and verbal communication skills</li> <li>Must possess excellent interpersonal skills</li> <li>Ability to operate office equipment (Fax machine, copy machine, computer, scanner, etc.)</li> <li>Must be able to perform job duties during periodic stressful situations during emergency operations</li> <li>Must be able to lift 35 pounds</li> </ul> |
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**Primary Job Duties**

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| <ul style="list-style-type: none"> <li>Answers phone and greets visitors</li> <li>Receive mail and equipment deliveries</li> <li>Provide administrative support to office staff</li> <li>Prepare spreadsheets for uploading data into web applications</li> <li>Submit travel reimbursements with appropriate documentation, maintain files</li> </ul> | <ul style="list-style-type: none"> <li>Effectively communicate and coordinate with numerous county departments, other non-county agencies and vendors</li> <li>Provide support in the Emergency Operations Center when assigned</li> <li>Project assistance</li> <li>Performing routine clerical duties</li> <li>Other duties as assigned</li> </ul> |
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| Position Number: | 406-3920-1 | Requisition Number: | 2745                                  |
| Date Posted:     | 05-02-2019 |                     | Equal Employment Opportunity Employer |