



# 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.

<b>DEPARTMENT:</b>	Justice of the Peace, Pct. 3	<b>JOB GRADE:</b>	13
<b>JOB TITLE:</b>	Administrative Manager I	<b>ANNUAL SALARY:</b>	\$62,060.18
<b>LOCATION:</b>	1520 Lake Front Circle, Suite 100 The Woodlands, TX 77380	<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)		

## Education, Experience and Skill Requirements

- Proficient in Microsoft Office (Power Point, Excel, Word and Outlook)
- 5 Years of administrative office experience
- Experience in leading and managing staff
- Bachelor's Degree preferred
- Accounting and auditing experience preferred
- Experience with Odyssey courtroom software preferred
- Master's clerk certification TJCTC preferred

## Primary Job Duties

- Lead and manage a professional staff of court clerks
- Develop and implement best practices from court efficiency and productivity
- Provide administrative oversight of day to day operation of the court
- Assign duties and supervise staff
- Assist the Judge with budget preparation and administration
- Assist with docket management and control
- Assist the Judge with financial reporting and collections
- Provide backup to clerks duties on a needed basis
- Any and all other duties assigned

<b>Position Number:</b>	457-8550-1	<b>Requisition Number:</b>	2734
<b>Date Posted:</b>	04-03-2019	Equal Employment Opportunity Employer	