



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:	Justice of the Peace, Pct. 3	JOB GRADE:	13
JOB TITLE:	Administrative Manager I	ANNUAL SALARY:	\$62,060.18
LOCATION:	1520 Lake Front Circle, Suite 100 The Woodlands, TX 77380	CIVIL SERVICE:	No
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

- 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

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:	457-8550-1	Requisition Number:	2734
Date Posted:	04-03-2019	Equal Employment Opportunity Employer	