



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Tax Assessor	<b>JOB GRADE:</b>	5
<b>JOB TITLE:</b>	Deputy Specialist I	<b>ANNUAL SALARY:</b>	\$29,814.98
<b>LOCATION:</b>	Montgomery County Tax Office	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday - Friday (7:55am - 4:55pm)		
<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)		

**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 wmp    Admin 80%    Math 80%    Word 80%    Excel 80%    Ten-Key 130 kpm**

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

**Education, Experience and Skill Requirements**

- High School Diploma or equivalent
- Computer/data entry experience and ten key by touch
- Minimum two years clerical experience (preferably retail, banking or customer service)
- Must be able to travel and work at any Tax-Assessor office in Montgomery County
- Must be able to stoop, bend and lift approximately 35 pounds
- Must pass background investigation

**Primary Job Duties**

- Receive and process tax payments, motor vehicle registration and titles
- Any and all other duties as assigned
- Assist citizens in person and by phone (sometimes hostile and confused)

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:	499-3907-9	Requisition No:	2714
Date Posted:	02-04-2019	Equal Employment Opportunity Employer	