



MONTGOMERY COUNTY JOB POSTING NOTICE

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

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

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| <u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304 | <u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays. | <u>NOTE:</u> 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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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.

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| Position No: | 499-3907-7 | Requisition No: | 2732 |
| Date Posted: | 03-27-2019 | Equal Employment Opportunity Employer | |