

APPLICATION PROCESS

Thank you for considering employment with Montgomery County. We invite you to review our site and search our current job postings. Online job postings are always kept current. Please do not contact our office to inquire about available positions. You may refer to our website or come in to see the jobs book in our office.

IMPORTANT INFORMATION

- APPLICATIONS WILL BE ACCEPTED FOR POSTED POSITIONS ONLY.
- An employment application is required to be considered for a position with Montgomery County.
- ALL REQUIRED PAPERWORK MUST BE SUBMITTED TOGETHER WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

CLERICAL TESTING

- Some positions require clerical testing prior to submitting an application.
- Individuals testing will be automatically set up for the following tests: Administrative, Math, Typing, Word and Excel. Please review the job posting of interest for specific tests.
(You are encouraged to take all tests, but you may take only the tests required for the particular job.)
- If you do not meet the position minimum score requirements or you would like to improve on your test scores, you may re-test the next testing day.
- If you are improving on your typing score, you will have only one opportunity each testing day.

CLERICAL TEST LOCATION AND TIMES

- Clerical Testing is administered at: Alan B. Sadler Commissioners Court Building
Clerical Testing Room
501 N. Thompson, Suite 204
Conroe, TX
Click here for map: <http://mapq.st/t6DyZK>
- Clerical Testing is every Tuesday, Wednesday and Thursday.
No appointment necessary. Limited testing stations; first come, first served.
- Testing begins at 8:30am.
- You will be unable to test if you arrive after 8:30am.
- Valid Photo I.D. is required.
- Clerical Testing changes due to Holidays or inclement weather will be posted on the Job Opportunities Page.
- No drinks. No food. No children or family members allowed in testing room or sign-in area.

APPLICATION SUBMISSION

- Applications will be accepted for posted positions only.
- Human Resources will accept applications only after all position requirements have been met.
- ALL REQUIRED PAPERWORK MUST BE SUBMITTED TOGETHER. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- Applications take several days to process depending on the volume of applications we receive.
- Applications and test results will stay on file and be valid for 2 years.
- We do not edit applications. If you need to update any information on your application you must submit a new revised application.
- When submitting an updated application, please request that your test scores and resume are transferred to your new application.

REQUEST APPLICATION FORWARDING

- Once your application is on file you can request that we forward your application to new positions.
- Make sure that you meet all requirements and that your application and test scores are valid.
- Call Montgomery County at (936) 539-7886 or e-mail us at jobs@mctx.org and request your application be forwarded. Submit one e-mail for each request. List the DEPARTMENT and JOB TITLE in the "Subject" line.
- If the position requires additional testing, you must pass the additional test(s) before your application is forwarded.
- If you do not meet the minimum requirements or you have not completed the application process, your application will not be processed for that position.

APPLICATION STATUS

- Due to the volume of applications received, we are unable to advise applicants on their application status.
- When the hiring department receives your application, it will be up to them to contact you directly if they are interested in setting up an interview with you.

AMERICANS WITH DISABILITIES ACT

Montgomery County is an equal opportunity employer and complies with the Americans with Disabilities Act. If you require any accommodations to apply for a position, please request assistance from the Human Resources Department at (936) 539-7886.