MONTGOMERY COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

ADULT PROBATION JOB POSTING

JOB TITLE: Data Clerk – **BILINGUAL REQUIRED**

LOCATION: Conroe Office

SALARY: $1,445.60 Bi-Weekly

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

HR Specialist
2245 N. First
Conroe, TX 77301
Fax: 936-538-8275
theresa.flenna@mctx.org

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment, applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision and Corrections. New hire drug screen will be paid by Montgomery County Department of Community Supervision and Corrections. Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE . . . . . . . . . . . .

The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION AND CORRECTIONS is an Equal Opportunity Employer.
JOB TITLE: Data Clerk – Conroe Office

BASIC RESPONSIBILITIES:
The Data Clerk works under the supervision of the Unit Supervisor. Performs bookkeeping and clerical duties including, but not limited to, typing, answering telephones, receiving visitors, generating both manual and computer receipts, documenting collections and computer work, as assigned.

EXAMPLE OF DUTIES:

- Accurately apply payments made to any financial obligation owed, as indicated by the offender.

- Provides offender, or designated person on the behalf of the offender, an official receipt for amount paid and forward a copy of said receipt to the appropriate personnel.

- Route offender to the appropriate waiting area contact the assigned staff that the offender has been processed and is in the waiting area.

- Collect and receipt ALL monies from offenders for supervisory fees, felony court obligations, education classes and counseling sessions.

- Accurately document fees paid on the offenders Monthly Report Form (MRF).

- Maintain a manual list which indicate offender name and payments made each day.

- Generate Daily Financial Report which is submitted to the Office Supervisor.

- Create daily deposit slips to the appropriate MCCSCD account for all monies collected.

- Sort and route all incoming correspondence.

- Document all new offenders from Montgomery County Courts and contact the appropriate intake staff member for further processing.
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- Receive incoming telephone calls and forward to the appropriate extension.

- Responsible for accurately updating data entry, as requested, and making financial adjustments submitted by Office Supervisor.

- Deliver all out-going correspondence, as well as inter departmental correspondence, to appropriate locations and pick up department correspondence.

- Perform other duties as assigned.

REQUIREMENTS:
Training and Experience:
- High School Graduate
- One (1) year secretarial experience

Special Knowledge, Skills and Abilities:
- Ability to comprehend and comply with semi-complex verbal and written instructions
- Knowledge of computers with the ability to learn new software packages, as needed
- Professional telephone skills

Additional Requirements:
- Must possess a valid Texas Driver’s License (if employee is coming to this position from another state, this requirement must be met no later than thirty (30) days following the date of hire)
- Must have a telephone number at which he/she can be reached
- Must be eligible to legally operate department provided vehicles, in accordance with state law
- Must pass a criminal background check