DEPARTMENT: County Clerk
JOB TITLE: Administrative Manager II
LOCATION: 210 W. Davis St., Conroe, TX
SHIFT HOURS: Monday - Friday (8:00am - 5:00pm)

DEPARTMENT: County Clerk
JOB GRADE: 14
ANNUAL SALARY: $71,177.40
CIVIL SERVICE: No

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JOB TITLE: Administrative Manager II
LOCATION: 210 W. Davis St., Conroe, TX
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)

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:
Typing: 40 wpm Math: 80% Admin: 80%

Request Clerical Testing:
Send request by email to: jobs@mctx.org
Subject Line: Clerical Testing
Include in body of email: Last name, First name

WATCH YOUR EMAIL
An email with your clerical test invitation will be sent to you. Follow instructions provided in email.
*Please allow up to 72 hours for human resource to respond*

Education, Experience and Skill Requirements

- Associates Degree or 2 years of college (Preferred)
- High School Diploma or GED (Required)
- General management skills with previous experience (5+ years preferred)
- Data entry experience – accuracy important
- Good leadership, communication, and organizational skills
- Ability to prioritize work assignments
- Attention to detail
- Ability to work independently and with a team
- Ability to establish and maintain effective working relationships with co-workers and others
- Able to lift up to 30 pounds
- Must be punctual and maintain regular and predictable attendance
- Perform all duties in a professional, proficient and pleasant manner
- Must be able to pass a criminal background check (must be bondable)

Primary Job Duties

- Departmental supervisor role
- Supervise and manage mid-level management team within department (Scheduling & Task Assignments)
- Quality control manager for subordinates assigned tasks
- Train subordinate roles in department
- Interact with other departments, agencies, & elected officials
- Utilization, enforcement, and understanding of Local, State, and Federal codes and guidelines
- Handling of secure/confidential documents
- Assist customers as needed
- Identification Verification
- Manage office operations

Position Number: 403-8555-0
Requisition Number: 3266
Date Posted: 06-12-2023
Equal Employment Opportunity Employer