



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	County Clerk	JOB GRADE:	5
JOB TITLE:	Clerk II	ANNUAL SALARY:	\$17.56 - \$19.03
LOCATION:	210 W. Davis St., Conroe, TX	CIVIL SERVICE:	Yes
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

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| <ul style="list-style-type: none"> • High School Diploma or GED • General office skills with previous customer service experience • Data entry experience - accuracy important • Cashiering experience • Good communication and organizational skills • Ability to prioritize work assignments • Attention to detail • Ability to work independently and with a team • Neat and legible handwriting | <ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with co-workers and others • Able to lift up to 35 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) |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Processing payments • Assist & support office operations • Data entry | <ul style="list-style-type: none"> • Assist customers as needed • General clerical duties • Receive and file emergency protective orders |
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Position Number:	403-3920-0	Requisition Number:	3203
Date Posted:	01-12-2023	Equal Employment Opportunity Employer	