# 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.**

<table>
<thead>
<tr>
<th>Department</th>
<th>County Clerk</th>
<th>Job Grade:</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Clerk IV</td>
<td>Hourly Salary:</td>
<td>$18.15/hr</td>
</tr>
<tr>
<td>Location:</td>
<td>210 W. Davis St., Conroe, TX</td>
<td>Civil Service:</td>
<td>Yes</td>
</tr>
<tr>
<td>Shift Hours:</td>
<td>Monday – Friday (8:00am – 5:00pm)</td>
<td>Submit Applications:</td>
<td>Montgomery County Human Resources Department</td>
</tr>
<tr>
<td>Address:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
<td>Phone:</td>
<td>(936) 539 – 7886</td>
</tr>
<tr>
<td>Fax:</td>
<td>(936) 788-8396</td>
<td>E-Mail:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
<td>Office Hours:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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</table>

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

- 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
- 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

- Processing payments
- Assist & support office operations
- Data entry
- Utilization, enforcement, and understanding of Local, State, and Federal codes and guidelines.
- Assist customers as needed
- General clerical duties
- Identification Verification
- Handling of secure/confidential documents

Position Number: 403-3940-0
Requisition Number: 3270
Date Posted: 06-12-2023
Equal Employment Opportunity Employer