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>
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<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Office Supervisor I</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>210 W. Davis St., Conroe, TX</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>Monday – Friday (8:00am – 5:00pm)</td>
</tr>
<tr>
<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>
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<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
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<tr>
<td>FAX:</td>
<td>(936) 788-8396</td>
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<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
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<tr>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
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<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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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:**

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<th>Typing: 40 wpm</th>
<th>Math: 80%</th>
<th>Admin: 80%</th>
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**Request Clerical Testing:**

Send request by email to: jobs@mctx.org

**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 (3+ 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**

- Supervise and manage subordinates within department (Scheduling & Task Assignments)
- Quality control manager for subordinates assigned tasks
- Train subordinate roles in department
- Interact with other departments, agencies, & elected officials
- Handling of secure/confidential documents
- Assist customers as needed
- General clerical duties
- Identification Verification
- Processing payments
- Assist & support office operations
- Data entry

**Position Number:** 403-8502-0  
**Requisition Number:** 3267

**Date Posted:** 06-12-2023

Equal Employment Opportunity Employer