



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:	District Clerk	JOB GRADE:	6
JOB TITLE:	Court Clerk II	HOURLY SALARY:	\$16.98
LOCATION:	301 N. Main, Suite 103, 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: 35 wpm	Admin 80 %	Math 80%	Word 80 %
<p><u>Request Clerical Testing:</u></p> <p><u>Send request by email to: jobs@mctx.org</u></p> <p><u>Subject Line: Clerical Testing</u></p> <p><u>Include in body of email: Last name, First name</u></p>		<p><u>WATCH YOUR EMAIL</u></p> <p><u>An email with your clerical test invitation will be sent to you. Follow instructions provided in email.</u></p> <p><u>*Please allow up to 72 hours for human resource to respond*</u></p>	

Education, Experience and Skill Requirements

- High school diploma or equivalent
- General office skills with previous customer service experience
- Data entry experience required
- Good communication and organizational skills
- Ability to maintain confidentiality of legal documents
- Ability to work as a team player with a good attitude
- Ability to handle stressful situations
- Intermediate computing and application skills
- Lifting (boxes up to 30 lbs) bending, stooping, stretching and standing at various times
- Must be able to pass a background check

Primary Job Duties

- Ability to assume cashier responsibilities
- Records retention
- Data entry of historical case files
- Communicate professionally with attorneys, Judges and general public, in all formats
- Process copy requests
- Phone operator duties
- Willingness to cross-train and accept additional duties as assigned
- **Any other duties as required by supervisor**

Position Number:	450-3972-0	Requisition Number:	3220
Date Posted:	03-09-2023	Equal Employment Opportunity Employer	