MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT: Environmental Health  
JOB TITLE: Permit Assistant I  
JOB GRADE: 7  
HOURLY SALARY: $17.29  
LOCATION: 501 N. Thompson Ste. 100  
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.

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 equivalent
- Bilingual (Spanish) desired, but not required
- General office skills w/minimum 3 years clerical experience and knowledge of standard office equipment, i.e. copier, printer, phone, and fax, 10 key by touch
- Cashiering experience helpful
- Ability to prioritize work assignments and handle multiple tasks and retain information
- Must be detail oriented and possess good organizational and communication skills
- Ability to work independently and with a team
- Ability to handle a demanding and stressful work environment at times
- Willingness to cross-train & accept additional duties as assigned
- Ability to establish and maintain effective working relationships
- Must be punctual and maintain regular and predictable attendance
- Perform all duties in a professional, proficient and pleasant manner
- Ability to be bonded

Primary Job Duties

- Issue Development, Septic, Fire Code and Consumer Health permits
- Work professionally, one on one with customers and office staff in person, by phone, email and by mail
- Perform in-depth property research to assure county and state regulations are being met
- Coordinate regularly with other departments to track status of projects
- Perform general office duties, i.e. data entry, answer phones, type correspondence, filing, receipt money, notarize signatures on forms and assist the public by phone and in person
- Interpret floodplain maps, plot flood plain location on septic designs and issue floodplain determinations
- Perform other duties as assigned

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No: 601-4337-0  
Requisition No: 3295

Date Posted: 08-24-2023  
Equal Employment Opportunity Employer