



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Constable Pct. 1	<b>JOB GRADE:</b>	10
<b>JOB TITLE:</b>	Deputy	<b>ANNUAL SALARY:</b>	\$48,742.74-\$56,357.86
<b>LOCATION:</b>	115 Business Park Dr. Willis, TX	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Shift Work/Variable		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

**To be considered for this position a Montgomery County application and Resume are REQUIRED.**

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*CURRENT DEPUTIES WITHIN MONTGOMERY COUNTY ARE NOT REQUIRED TO COMPLETE CLERICAL TESTING\***

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 22 wpm      Admin: 71%      Math: 82%      Word: 71%**

**Request Clerical Testing:**

Send request by email to: [jobs@mctx.org](mailto: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"> <li>Must be a US Citizen or a Naturalized Citizen</li> <li>Deputy must be at least 21 years of age</li> <li>High School Diploma or equivalent required</li> <li>Current Texas driver's license and proof of insurance required</li> <li>Stable credit history and work history required</li> <li>Must possess a current TCOLE license</li> <li>Must pass all phases of testing and background checks, and oral interview process in including the department's firearm qualification course</li> </ul> | <ul style="list-style-type: none"> <li>No conviction of a Class A misdemeanor or above</li> <li>No conviction of a Class B misdemeanor in the last 10 years</li> <li>No conviction of family violence</li> <li>Must complete Personal History Application (given to applicant after passing all required test)</li> <li>Must be able to pass comprehensive background investigation</li> </ul> |
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**Primary Job Duties**

**All deputies at Constable Pct. 1 are cross trained and have the ability and opportunity to work in a variety of divisions (Marine Division; Mental Health/Crisis Intervention Team; Civil/Patrol; Detectives). A potential candidate may be assigned to any one of these areas.**

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| <ul style="list-style-type: none"> <li>All candidates must be willing to accept any assignment to the above divisions. Duty hours vary by position and shift</li> </ul> | <ul style="list-style-type: none"> <li>Candidates must meet the above general qualifications to be considered for employment with the Constable's Office</li> </ul> |
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**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 Number:	5511-5910-16	Requisition Number:	3004
Date Posted:	04-26-2022	Equal Employment Opportunity Employer	