MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT: Constable Pct. 1

JOB TITLE: Deputy

JOB GRADE: 10

ANNUAL SALARY: $48,742.74 - $56,357.86

LOCATION: 115 Business Park Dr. Willis, TX

CIVIL SERVICE: Yes

SHIFT HOURS: Shift Work/Variable

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)

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
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
- Must be a US Citizen or a Naturalized Citizen
- Deputy must be at least 21 years of age
- High School Diploma or equivalent required
- Current Texas driver's license and proof of insurance required
- Stable credit history and work history required
- Must possess a current TCOLE license
- Must pass all phases of testing and background checks, and oral interview process in including the department's firearm qualification course
- No conviction of a Class A misdemeanor or above
- No conviction of a Class B misdemeanor in the last 10 years
- No conviction of family violence
- Must complete Personal History Application (given to applicant after passing all required test)
- Must be able to pass comprehensive background investigation

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.

- All candidates must be willing to accept any assignment to the above divisions. Duty hours vary by position and shift
- Candidates must meet the above general qualifications to be considered for employment with the Constable’s Office

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