



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Montgomery County Animal Shelter	<b>JOB GRADE:</b>	6
<b>JOB TITLE:</b>	Clerk III (Part-time)	<b>HOURLY SALARY:</b>	\$14.94
<b>LOCATION:</b>	8535 State Hwy 242 Conroe, TX 77385	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Must be able to work variable hours as assigned – including weekends and/or holidays		
<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)		

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

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

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

**Typing: 35wpm      Admin: 70%      Math: 70%**

<b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. <i>*No testing on county holidays</i>	<b><u>NOTE:</u></b> First 10 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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### Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> <li>Must have high school diploma or equivalent</li> <li>General office/Clerical experience</li> <li>Customer service experience</li> <li>Ability to work well with the Public, in person and/or by phone, by writing or email</li> <li>Ability to effectively communicate verbally and in writing</li> <li>Ability to work well under pressure with constant interruptions</li> <li>Bilingual English/Spanish preferred</li> </ul> | <ul style="list-style-type: none"> <li>MUST be a Team player, able to work in a fast-pace environment and multi-task</li> <li>Compassion for animals, comfortable working in shelter environment &amp; willing to accommodate animals in the work place</li> <li>Knowledge of animal breeds and behavior helpful</li> <li>Willingness to cross-train and accept additional duties as assigned</li> <li>Able to meet attendance requirements and work any schedule as assigned</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Assist clients with companion intake, adoption and/or reclaim processes</li> <li>Facilitate client/companion interactions to ensure a safe and pleasant experience</li> <li>Complete adoption agreements, microchip registration forms, provide and discuss medical history</li> <li>Assist clients with completing necessary and required documents</li> <li>Answer telephone calls promptly and courteously, providing accurate information</li> </ul> | <ul style="list-style-type: none"> <li>Complete all necessary forms and data entry to process adoptions while keeping an eye to detail</li> <li>Complete timely and accurate computer data entry, ensure data integrity using both paper and computer based filing systems</li> <li>Responsible for incoming financial transactions</li> <li>Responsible for accurately closing and balancing cash drawer</li> <li>Ensure the lobby and work stations are kept clean, orderly and maintained daily</li> <li>Operate and maintain general office equipment and report equipment or supply needs</li> <li>Any other duties as assigned</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 No:	633-3930-600	Requisition No:	2962
Date Posted:	04-16-2021		
Equal Employment Opportunity Employer			