# 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.**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Elections</th>
<th>Job Grade:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Voter Clerk (Part-time)</td>
<td>Hourly Salary:</td>
<td>$12.50 hr.</td>
</tr>
<tr>
<td>Location:</td>
<td>Election Central</td>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Shift Hours:</td>
<td>Monday – Friday Various hours (Extended hours, weekends and holidays as needed)</td>
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</table>

**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 before you can submit an application for this position.

**Test Type & Score Requirements for this Position:**

<table>
<thead>
<tr>
<th>Typing: 30wpm</th>
<th>Admin: 70%</th>
<th>Math: 70%</th>
<th>Word: 70%</th>
</tr>
</thead>
</table>

**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*

**Resume May Be Attached to the County Application**

**Education, Experience and Skill Requirements**

- High School Diploma or GED
- 6 months work experience
- Basic office equipment knowledge
- General office skills with previous customer service experience
- Legible and neat handwriting
- Good communication and organizational skills
- Data entry experience preferred
- Ability to work overtime during times of heavy workload / Elections
- Ability to work independently and as a team with a good attitude and the ability to handle stress successfully
- Ability to communicate with the general public
- Must pass background investigation

**Primary Job Duties**

- Voter Registration Clerk
- Register citizens for Voter Registration and assist as needed
- Collect fees and record money received
- Answer telephone using proper etiquette, taking messages or referring questions as needed
- Enter data into computerized system as appropriate to specific position
- Open mail & distribute
- All other duties as required by supervisor

Position Number: 4901-4137-600  
Requisition Number: 3288  
Date Posted: 08-17-2023  
Equal Employment Opportunity Employer