



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.

DEPARTMENT:	Extension	JOB GRADE	8
JOB TITLE:	4-H Coordinator	HOURLY SALARY:	\$18.76/hour Salary increase after completion of probationary period
LOCATION:	9020 Airport Road Conroe, TX. 77303	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.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 40wpm Admin: 80% Math: 80% Word: 80% Excel: 80%

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

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| <ul style="list-style-type: none"> Minimum of an Associate’s degree in a related field and 3 years’ experience Strong organizational, analytical, and time management skills; ability to multi-task and work independently in a fast-paced environment Ability to apply good judgement to resolve conflicts as they arise, with a positive approach. Experience in web content management and/or social media marketing preferred | <ul style="list-style-type: none"> Strong written and verbal communication skills; ability to communicate effectively with the public, co-workers, schools, and representatives from other offices using positive customer service skills. Must be able to pass the Texas 4-H Youth Protection Standards background screening |
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Primary Job Duties

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| <ul style="list-style-type: none"> Provide information to public about the 4-H program through phone, in-person, web, email, production of newsletter using Publisher, social media, and other methods Management of 4-H financial records, including the coordinator of annual chartering and IRS filing of 4-H clubs, and light bookkeeping | <ul style="list-style-type: none"> Member and volunteer coordination, including management of 4-H enrollment database Assist with the planning and implementation of 4-H events Manage confidential and sensitive information regarding youth, volunteers, and personal data Act as a receptionist for the 4-H office Perform other duties as assigned |
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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:	665-4208-1	Requisition Number:	3213
Date Posted:	02-14-2023	Equal Employment Opportunity Employer	