



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 Services	JOB GRADE:	7
JOB TITLE:	Family & Consumer Sciences Coordinator	BI-WEEKLY SALARY:	\$1498.00
LOCATION:	9020 Airport Road, Conroe, TX. 77303	CIVIL SERVICE:	Yes
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.

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

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

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

Testing Location: Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	Testing Days/Time: Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	NOTE: First 15 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"> • High school diploma or GED; some college preferred. • Minimum of 3 years experience in clerical and general office • Intermediate computer skills, including, but not limited to Microsoft Office, Quicken, Powerpoint • Strong written and verbal communication skills; ability to communicate effectively and professionally • Ability to prioritize obligations in order to consistently meet deadlines | <ul style="list-style-type: none"> • Ability to manage multiple engagements and special projects and accomplish tasks with minimal supervision • Strong interpersonal, analytical, and problem solving skills; must be able to research and apply good judgement to answer questions or resolve conflicts • General knowledge of standard office equipment and kitchen supplies and practices. |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Provide logistical and administrative support for the Family & Community Health(FCH) program, the FCH County Extension Agent, FCH Program Assistant, and Better Living for Texans Extension Agent • Answer all incoming phone calls, take messages, schedule appointments; Prepare outgoing mail and sort/distribute incoming mail • Manage necessary records and accounts for FCH committees, grants and programs | <ul style="list-style-type: none"> • Assists with educational program preparation, implementation, and evaluation. • Marketing FCH program using social media, web, newsletter, and other appropriate methods • Collaborates with other Extension program areas in interdisciplinary projects • 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:	665-4210-1	Requisition Number:	3003
Date Posted:	07-21-2021	Equal Employment Opportunity Employer	