MONTGOMERY COUNTY JOB POSTING NOTICE

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

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Human Resources</th>
<th>JOB GRADE:</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>HR Assistant II</td>
<td>HOURLY SALARY:</td>
<td>$22.63</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
<td>CIVIL SERVICE:</td>
<td>Yes</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>Monday – Friday (8:00am – 5:00pm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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</tbody>
</table>

**A County Application and Resume are required to apply for this position. 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: 50wpm
- 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**
- High School diploma or equivalent required
- Computer/data entry skills required
- Bi-lingual preferred
- Ability to prioritize and multi-task
- Confidentiality is a MUST
- Ability to work with public and other county departments
- Must be able to multitask
- Excellent communication skills, verbal and written
- Must be able to work well under pressure with constant interruptions
- Attention to detail a must
- Willingness to cross-train & accept additional duties as assigned

**Primary Job Duties**
- Receptionist duties (answer phone, scanning, department mail, filing)
- Receive and process applications
- Input and maintain applicant information in database and spreadsheets
- Schedule daily clerical testing
- Conduct New Employee Orientation
- Create and upload job postings after department approval
- Assist other HR department staff as needed
- Special projects
- Other duties as assigned

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: | 401-4256-2 | Requisition Number: | 3361 |
| Date Posted: | 01-09-2024 | Equal Employment Opportunity Employer |