



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.

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| DEPARTMENT: | Justice of the Peace, Pct. 2 | JOB GRADE: | 6 |
| JOB TITLE: | Part-time Court Clerk II | SALARY: | \$15.66 hourly |
| LOCATION: | 2241 North 1 st , Conroe, TX 77301 | CIVIL SERVICE: | No |
| SHIFT HOURS: | Monday – Friday (hours to be determined) | | |
| 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!**

*Please **DO NOT** contact the JP #2 office to inquire about this position. Once they receive your application they will contact you directly if they are interested in setting up an interview with you.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 45wpm Admin: 80% Math: 80% Word: 80%

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| <p>Testing Location: Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p> | <p>Testing Days/Time: Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p> | <p>NOTE: First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.</p> |
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • High School Diploma or GED Equivalent • Minimum 2 years office/clerical experience preferred • General knowledge of office related equipment and computer operations • Data entry experience required • Ability to stay calm in stressful situations | <ul style="list-style-type: none"> • Able to meet attendance requirements • Experience in handling money • Able to prioritize work, handle multiple tasks and work independently • Excellent communication skills • Willingness to cross-train and accept additional duties as assigned. |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Process heavy volume of traffic violations • Process heavy data entry and filing | <ul style="list-style-type: none"> • Any other duties as assigned by Judge, Administrative Manager and supervisor |
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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.

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| Position No: | 456-3972-500 | Requisition No: | 3036 |
| Date Posted: | 10-22-2021 | Equal Employment Opportunity Employer | |