



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	JUSTICE OF THE PEACE, PCT 1	JOB GRADE:	6
JOB TITLE:	COURT CLERK II (PART TIME) 29 HRS PER WEEK	HOURLY SALARY:	\$20.53/hr
LOCATION:	JUSTICE OF THE PEACE, PCT 1 WEST ANNEX IN MONTGOMERY	CIVIL SERVICE:	NO
SHIFT HOURS:	TUES/THUR 7:30AM-5:30PM, FRI 8AM-5PM		
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: 35 WPM Admin: 80% Math: 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"> • HIGH SCHOOL DIPLOMA OR GED EQUIVALENT • COMPUTER LITERATE • DATA ENTRY EXPERIENCE REQUIRED • ABLE TO PRIORITIZ WORK, HANDLE MULTIPLE TASKS, AND WORK INDEPENDENTLY | <ul style="list-style-type: none"> • DETAIL-ORIENTED, FILING, AND ABILITY TO HANDLE MONEY • ABILITY TO WORK WITH ATTORNEYS AND THE PUBLIC, EXCELLENT COMMUNICATION SKILLS (IN PERSON & ON THE TELEPHONE) • BILINGUAL/SPANISH PREFERRED |
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Primary Job Duties

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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:	455-3972-502	Requisition Number:	3217
Date Posted:	03-07-2023	Equal Employment Opportunity Employer	