



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Tax Assessor	JOB GRADE:	6
JOB TITLE:	Deputy Specialist I	ANNUAL SALARY:	\$36,233.60
LOCATION:	Montgomery County Tax Office	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday - Friday (7:55am - 4:55pm)		
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 wmp Admin 80% Math 80% Word 80% Excel 80% Ten-Key 110 kpm

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
- Computer/data entry experience and ten key by touch
- Minimum two years clerical experience (preferably retail, banking or customer service)
- Must be able to travel and work at any Tax-Assessor office in Montgomery County
- Must be able to stoop, bend and lift approximately 35 pounds
- Must pass background investigation

Primary Job Duties

- Receive and process tax payments, motor vehicle registration and titles
- Assist citizens in person and by phone
- Any and all other duties as assigned

Position No:	499-3907-0	Requisition No:	3215
Date Posted:	02-24-2023	Equal Employment Opportunity Employer	