**MONTGOMERY COUNTY JOB POSTING NOTICE**

**DEPARTMENT:** Tax Assessor  
**JOB TITLE:** Deputy Specialist I  
**ANNUAL SALARY:** $39,603.20  
**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:**

<table>
<thead>
<tr>
<th>Typing 35 wmp</th>
<th>Admin 80%</th>
<th>Math 80%</th>
<th>Word 80%</th>
<th>Excel 80%</th>
<th>Ten-Key 110 kpm</th>
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</thead>
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**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**