# Montgomery County Job Posting Notice

Montgomery County reserves the right to close this posting without notice.

<table>
<thead>
<tr>
<th>Department</th>
<th>Montgomery County Animal Shelter</th>
<th>Job Grade:</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Clerk III (Part-time)</td>
<td>Hourly Salary:</td>
<td>$16.48</td>
</tr>
<tr>
<td>Location:</td>
<td>8535 State Hwy 242 Conroe, TX 77385</td>
<td>Civil Service:</td>
<td>Yes</td>
</tr>
<tr>
<td>Shift Hours:</td>
<td>Must be able to work variable hours as assigned – including weekends and/or holidays</td>
<td></td>
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<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 8:00 am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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</table>

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

<table>
<thead>
<tr>
<th>Test Type &amp; Score Requirements for this Position:</th>
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<tr>
<td>Typing: 35wpm</td>
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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

- Must have high school diploma or equivalent
- General office/Clerical experience
- Customer service experience
- Ability to work well with the Public, in person and/or by phone, by writing or email
- Ability to effectively communicate verbally and in writing
- Ability to work well under pressure with constant interruptions
- Bilingual English/Spanish preferred
- MUST be a Team player, able to work in a fast-pace environment and multi-task
- Compassion for animals, comfortable working in shelter environment & willing to accommodate animals in the work place
- Knowledge of animal breeds and behavior helpful
- Willingness to cross-train and accept additional duties as assigned
- Able to meet attendance requirements and work any schedule as assigned

### Primary Job Duties

- Assist clients with companion intake, adoption and/or reclaim processes
- Facilitate client/companion interactions to ensure a safe and pleasant experience
- Complete adoption agreements, microchip registration forms, provide and discuss medical history
- Assist clients with completing necessary and required documents
- Answer telephone calls promptly and courteously, providing accurate information
- Complete all necessary forms and data entry to process adoptions while keeping an eye to detail
- Complete timely and accurate computer data entry, ensure data integrity using both paper and computer based filing systems
- Responsible for incoming financial transactions
- Responsible for accurately closing and balancing cash drawer
- Ensure the lobby and work stations are kept clean, orderly and maintained daily
- Operate and maintain general office equipment and report equipment or supply needs
- Any 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 No: 633-3930-600

Requisition No: 3237

Date Posted: 04-18-2023

Equal Employment Opportunity Employer