| **DEPARTMENT:** | Montgomery County Animal Services | **JOB GRADE:** | 4 |
| **JOB TITLE:** | Clerk I (Animal Control Dispatch) | **HOURLY SALARY:** | $15.09-$16.25 |
| **LOCATION:** | 8535 State Hwy 242 Conroe, TX 77385 | **CIVIL SERVICE:** | Yes |
| **SHIFT HOURS:** | Monday – Friday 8:00am – 5:00 pm | **SUBMIT APPLICATIONS:** | Montgomery County Human Resources Department |
| **PHONE:** | (936) 539 – 7886 | **ADDRESS:** | 501 N. Thompson, Ste. 400 Conroe, TX 77301 |
| **E-MAIL:** | jobs@mctx.org | **FAX:** | (936) 788-8396 |
| **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: 35wpm  Admin: 70%  Math: 70%

**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 by phone
- Excellent written and verbal communication skills
- Ability to work well under pressure with constant interruptions
- Bi-lingual (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 the shelter environment and 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**
- Answer Animal Control and Animal Shelter telephone calls promptly and courteously, providing accurate information and documenting detailed information
- Route Animal Control Officer calls for service in Computer system and communicate professionally by radio
- Process certified mail
- Complete timely and accurate computer data entry, ensure data integrity using both paper and computer based filing systems
- Ensure the 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:** | 633-3900-3 | **Requisition No:** | 3315 |
| **Date Posted:** | 10-09-2023 | **Equal Employment Opportunity Employer** | |