



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	County Clerk	JOB GRADE:	5
JOB TITLE:	Clerk II	ANNUAL SALARY:	\$26,395.20 - \$32,994
LOCATION:	210 W Davis, Conroe TX. 77301	CIVIL SERVICE:	YES
SHIFT HOURS:	Monday – Friday (8:00 am – 5:00 pm)		
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.

***A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 40wpm Math: 70% Admin: 70%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • High School Diploma or GED • Clerical or Office experience preferred • Typing 40 wpm required • Must be able to lift up to 35 pounds • Ability to work well independently or with others • Self-motivated | <ul style="list-style-type: none"> • Data Entry Skills • Windows Experience • Real Estate and legal knowledge helpful • Ability to work with the public • Attention to detail a must |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Process documents filed with the County Clerk • Data Entry • Scan and Proof documents for accuracy • Cash Register Duties | <ul style="list-style-type: none"> • Indexing documents • Assist with searches • Any other duties as assigned |
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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).

Position Number:	403-3920-13	Requisition Number:	2624
Date Posted:	05-14-2018	Equal Employment Opportunity Employer	