



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	Tax Assessor-Collector	JOB GRADE:	5
JOB TITLE:	Deputy Specialist I	ANNUAL SALARY:	\$29,814.98
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.

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

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing 35 wmp Admin 80% Math 80% Word 80% Excel 80% Ten-Key 130 kpm

Testing Location:
Commissioners Court Building
501 N. Thompson, Suite 204
Conroe, TX 77304

Testing Days/Time:
Tuesdays, Wednesdays and
Thursdays at 8:30a.m. only.
*No testing on county holidays.

NOTE:
First 15 people in line will be
accepted for testing. Testing is on a
walk in basis, first come first served.

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
- Any other duties as assigned
- Assist citizens in person and by phone (sometimes hostile and confused)

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:	499-3907-0	Requisition No:	2625
Date Posted:	05-14-2018		Equal Employment Opportunity Employer