



MONTGOMERY COUNTY JOB POSTING NOTICE

THIS POSITION WILL NOT BE FILLED UNTIL JULY 2018.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	District Attorney	JOB GRADE:	10
JOB TITLE:	Coordinator-Victim Assistance	SALARY:	1,890.87 Bi-weekly
LOCATION:	207 W. Phillips, 2 nd Floor (Conroe, TX)	CIVIL SERVICE:	No
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm)		
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)		

To be considered for this position a completed Montgomery County Application and Resume are **REQUIRED.**

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: 40 wpm Admin: 80% Math: 80% Word: 80% Excel: 80%

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

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| <ul style="list-style-type: none"> • High School Diploma or Equivalent • College Degree (preferred but not required) • Bilingual/Spanish (preferred but not required) • Ability to appropriately handle sensitive information • Analytical thinking, good writing skills • Good emotional control over self and ability to read and understand the emotions of others | <ul style="list-style-type: none"> • Compassionate and able to empathize with crime victims • Ability to organize information and maintain deadlines • Good interpersonal relations including ability to explain difficult concepts in stressful situations • Good character |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Daily contact with victims (in person, email and phone) • Track and attend court settings with victims • Provide counsel and support to victims of crime | <ul style="list-style-type: none"> • Assist prosecutors with victim contact/meetings • De-escalate tense and stressful situations • Any other duties as assigned by supervisor |
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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) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position Number:	4351-7610-3	Requisition Number:	2627
Date Posted:	05-15-2018	Equal Employment Opportunity Employer	