



# 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.

<b>DEPARTMENT:</b>	County Clerk	<b>JOB GRADE:</b>	6
<b>JOB TITLE:</b>	Court Clerk II	<b>ANNUAL SALARY:</b>	\$27,040.00 - \$37,998.48
<b>LOCATION:</b>	210 W. Davis St., Conroe, TX	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday (8:00am – 5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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: 40 wpm                  Math: 80%                  Admin: 80%**

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

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| <ul style="list-style-type: none"> <li>High School Diploma or GED</li> <li>Minimum 2 yrs of general office/clerical experience (knowledge of modern office practices, procedures and equipment)</li> <li>Ability to handle multiple projects simultaneously and prioritize work assignments</li> <li>Court Clerk and/or legal experience helpful</li> <li>Prior customer service or public contact experience</li> <li>Data entry/10 key by touch/accuracy important</li> <li>Attention to detail</li> <li>Ability to work independently and with a team</li> <li>Neat and legible handwriting</li> </ul> | <ul style="list-style-type: none"> <li>Ability to establish and maintain effective working relationships with co-workers and others</li> <li>Ability to communicate professionally and effectively, both orally and in writing. Bi-lingual preferred (English/Spanish)</li> <li>Ability to meet the general public well and to deal effectively with questions and concerns</li> <li>Able to lift up to 35 pounds</li> <li>Must be punctual and maintain regular and predictable attendance</li> <li>Perform all duties in a professional, proficient and pleasant manner</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Attend Court, file cases, receive and file pleadings, issue service, warrants, etc.</li> <li>Data entry, document scanning, indexing of documents, prepare copies, answer phones, work mail</li> <li>Filing and general clerical duties</li> </ul> | <ul style="list-style-type: none"> <li>Serve as cashier (maintain, balance and reconcile a cash drawer) collect filing fees, court costs, fees and fines</li> <li>Work closely with other County departments, State agencies, etc.</li> <li>Assist attorneys and the public</li> </ul> |
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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) before becoming an employee of Montgomery County.**

Position Number:	403-3972-3	Requisition Number:	2621
Date Posted:	05/01/2018	Equal Employment Opportunity Employer	