



MONTGOMERY COUNTY JOB POSTING NOTICE

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

DEPARTMENT:	District Attorney	JOB GRADE:	8
JOB TITLE:	Clerk IV - Intake	BI-WEEKLY SALARY:	\$1,506.78
LOCATION:	207 West Phillips, 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: 40wpm 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.
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High School Diploma or GED Computer/Data Entry Skills required 1-2 years' experience in an office setting preferred Ability to work well with public and other County departments Good organizational skills (attention to detail is a must) TLETS experience preferred Bilingual preferred (not required) | <ul style="list-style-type: none"> Willingness to cross-train & accept additional duties as assigned Must be able to work well under pressure with constant interruptions Must be able to prioritize and multi-task Good communication skills (able to effectively communicate verbally) Light lifting (up to 20 lbs) Tyler Odyssey/AbleTerm/Spillman experience preferred |
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Primary Job Duties

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| <ul style="list-style-type: none"> Receptionist Duties (answer multiple phone lines, assist law enforcement, prosecutor and general public; provide coverage for main reception desk for D.A office) Data Entry, Filing, Correspondence | <ul style="list-style-type: none"> Open case files as they originate with our office Assist law enforcement and prosecutors with charging station Special projects & 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) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position Number:	4351-3995-1	Requisition Number:	2620
Date Posted:	4/30/2018	Equal Employment Opportunity Employer	