



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:	Justice of the Peace, Pct. 2	JOB GRADE:	6
JOB TITLE:	Part-time Court Clerk II	SALARY:	\$14.20 hourly
LOCATION:	2241 North 1 st , Conroe, TX 77301	CIVIL SERVICE:	No
SHIFT HOURS:	Monday – Friday (hours to be determined)		
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!**

*Please **DO NOT** contact the JP #2 office to inquire about this position. Once they receive your application they will contact you directly if they are interested in setting up an interview with you.

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 45wpm Admin: 80% Math: 80% Word: 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 GED Equivalent • Minimum 2 years office/clerical experience preferred • General knowledge of office related equipment and computer operations • Data entry experience required • Ability to stay calm in stressful situations | <ul style="list-style-type: none"> • Able to meet attendance requirements • Experience in handling money • Able to prioritize work, handle multiple tasks and work independently • Excellent communication skills • Willingness to cross-train and accept additional duties as assigned. |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Process heavy volume of receipts at front counter • Process heavy data entry and Filing • Be responsible for preparing court dockets | <ul style="list-style-type: none"> • Assist citizens with court procedures • Any other duties as assigned by Judge, Administrative Manager and 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 No:	456-3972-500	Requisition No:	2578
Date Posted:	11/20/2017	Equal Employment Opportunity Employer	