



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Tax Assessor-Collector	<b>JOB GRADE:</b>	5
<b>JOB TITLE:</b>	Deputy Specialist I	<b>ANNUAL SALARY:</b>	\$29,814.98
<b>LOCATION:</b>	Montgomery County Tax Office	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday (7:55am – 4:55pm)		
<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: 35wpm                      Admin: 80%                      Math: 80%                      10 Key: 130KPM**

**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:	2567
Date Posted:	9/19/2017	Equal Employment Opportunity Employer	