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|  | **MONTGOMERY COUNTY JOB POSTING NOTICE** |
| **MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.** |
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| **DEPARTMENT:** | District Attorney  | **JOB GRADE:** | 8 |
| **JOB TITLE:** | Court Clerk IV | **BI-WEEKLY SALARY:** | $1,551.98 |
| **LOCATION:** | 207 West Phillips, Conroe, TX  | **CIVIL SERVICE:** | No |
| **SHIFT HOURS:** | Monday – Friday (8:00am – 5:00pm) |
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| **SUBMIT APPLICATIONS:** | Montgomery CountyHuman 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](http://www.mctx.org)  |
| **OFFICE HOURS:** | Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm) |
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| 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.** |
| **Education, Experience and Skill Requirements** |
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| * High School Diploma or GED required
* College Degree Preferred (not required)
* 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)
* Bilingual preferred (not required)
 | * 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
* TLETS experience preferred
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| **Primary Job Duties** |
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| * Receptionist Duties (answer multiple phone lines, assist law enforcement, prosecutor and general public)
* Data Entry, Filing, Correspondence
 | * 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.** |
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| Position Number: | 4351-3995-5 | Requisition Number: |  2773 |
| Date Posted: | 7-17-2019 | Equal Employment Opportunity Employer |
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