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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 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](mailto: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 | | | | | |
| **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 | | | | | |
| **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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