



# 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.**

<b>DEPARTMENT:</b>	Commissioner Pct. #3	<b>JOB GRADE:</b>	1
<b>JOB TITLE:</b>	Community Facility Worker (Night and Weekend Shifts) (Part-Time 6-29hr./week)	<b>SALARY:</b>	\$9.00 per hour
<b>LOCATION:</b>	South County Community Center	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Friday shift hours will vary from 5:00pm – 10:00pm, as needed Weekend shift hours will vary from 8:00am – 11:00pm, as needed		
<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)		

### **Education, Experience and Skill Requirements**

- High School Diploma
- General knowledge of office equipment
- Good communication skills
- Customer service experience

### **Primary Job Duties**

- Answer phones
- Assist evening and weekend rental clients
- Take rental payments
- Assist public with general information
- Other duties 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.**

Position No:	61480-3952-600	Requisition No:	2609
Date Posted:	04/6/2018	Equal Employment Opportunity Employer	