



# 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>	Montgomery County Library	<b>JOB GRADE:</b>	5
<b>JOB TITLE:</b>	Library Assistant II (Part-Time 25 hr./week)	<b>SALARY:</b>	\$12.96/hr.
<b>LOCATION:</b>	Central Library – Conroe, TX	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Includes evenings & Saturdays, as assigned		
<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)		

**To be considered for this position a completed Montgomery County Application and a copy of your High School Diploma or GED 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: 30wpm                  Math: 70%                  Admin: 70%**

**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"> <li>• High school diploma or equivalent</li> <li>• Six months work experience, library work preferred (volunteer work considered)</li> <li>• Strong interpersonal skills, able to work well with the public and other staff members</li> <li>• Possess good clerical and computer skills; detail oriented</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to organize work priorities</li> <li>• Ability to accomplish objectives in a team setting</li> <li>• Part-time hours may include nights and Saturdays</li> <li>• Hours vary and will be assigned</li> <li>• Typing at least 30 WPM</li> <li>• Participates in meetings and training as needed.</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Process interlibrary loan requests for library patrons</li> <li>• Packages library materials for mail</li> <li>• Data entry / word processing</li> <li>• Maintains both paper and electronic files</li> <li>• Compiles monthly statistics</li> </ul> | <ul style="list-style-type: none"> <li>• Communicates with other libraries, library staff and patrons via phone, fax, e-mail and post office mail</li> <li>• May participate in reference information service activities provided to library users internally and externally</li> <li>• Performs other work as assigned</li> </ul> |
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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 Number:	6511-7051-503	Requisition Number:	2612
Date Posted:	04/20/2018	Equal Employment Opportunity Employer	