



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.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	1
JOB TITLE:	Shelving Clerk (PT 20 hrs)	SALARY RANGE:	\$9.19/hr. - \$11.47/hr.
LOCATION:	Mitchell Library The Woodlands, TX	CIVIL SERVICE:	No
SHIFT HOURS:	Some evenings & Saturdays, as assigned		
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	WEBSITE:	www.mctx.org
OFFICE HOURS:	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: N/A

Admin: 70%

Math: 70%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> • Two years of high school • Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System) • Good verbal communications skills | <ul style="list-style-type: none"> • Must be physically able to shelve books. This will require bending, stooping, stretching and standing for long periods of time • Ability to work well with the public and other staff members • Must pass background investigation |
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Primary Job Duties

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| <ul style="list-style-type: none"> • Shelves library materials in proper location, in proper order, keeps shelves neat • Answers telephone • Counts materials for monthly reports as needed • Cleans and mends library materials as needed | <ul style="list-style-type: none"> • Cross training at the circulation desk when assigned • Retrieves materials from non-public areas for patrons • 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.

Position No:	6511-5100-600	Requisition No:	2511
Date Posted:	3/17/2017	Equal Employment Opportunity Employer	