



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:	5
JOB TITLE:	Library Assistant II	ANNUAL SALARY:	\$26,395
LOCATION:	South Regional Library The Woodlands, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Includes 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: 30wpm Math: 70% Admin: 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"> • High school diploma or equivalent • Six months work experience, library work preferred (volunteer work considered) • Basic computer skills required, typing 30wpm • Successful experience in handling and recording money transactions, preferred • Must pass background investigation | <ul style="list-style-type: none"> • Ability to work well with library customers and other staff members • Ability to accomplish objectives in a team setting • Physical ability to perform responsibilities as listed • Good communication skills, oral and written |
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Primary Job Duties

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| <p>Provides customer service activities related to specific units, including but not limited to:</p> <ul style="list-style-type: none"> • Work at circulation desk using automated system to charge and discharge materials • Register citizens for library cards and assist them as needed or refer to a librarian • Collect fines, fees and record money received; work cash register; prepare cash reports • Answer telephone using proper etiquette, taking messages or referring questions, as needed • Reports problems, both automation and public relations, to unit supervisor | <ul style="list-style-type: none"> • Types and files; enters data into automated system, as appropriate to specific position • Works with unit manager to process materials and facilitate unit services • Keeps daily and monthly statistical records of materials and services, as appropriate • Returns materials to the shelves • Interprets and implements library policies and procedures for library users and staff • Participates in meetings and trainings, as needed • Performs other work as needed |
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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:	6511-7051-2	Requisition Number:	2592
Date Posted:	1/11/2018	Equal Employment Opportunity Employer	