



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	1
<b>JOB TITLE:</b>	Shelving Clerk (PT 20 hrs)	<b>SALARY RANGE:</b>	\$9.47/hr
<b>LOCATION:</b>	R.B. Tullis Branch Library New Caney, TX	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Some 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 is 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: N/A                  Admin: 70%                  Math: 70%**

<b>Testing Location:</b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b>Testing Days/Time:</b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<b>NOTE:</b> 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"> <li>Two years of high school</li> <li>Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System)</li> <li>Good verbal communications skills</li> </ul> | <ul style="list-style-type: none"> <li>Must be physically able to shelve books. This will require bending, stooping, stretching and standing for long periods of time</li> <li>Ability to work well with the public and other staff members</li> <li>Must pass background investigation</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Shelves library materials in proper location, in proper order, keeps shelves neat</li> <li>Answers telephone</li> <li>Counts materials for monthly reports as needed</li> <li>Cleans and mends library materials as needed</li> </ul> | <ul style="list-style-type: none"> <li>Cross training at the circulation desk when assigned</li> <li>Retrieves materials from non-public areas for patrons</li> <li>Other duties 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 No:	6511-5100-600	Requisition No:	2638
Date Posted:	6/27/2018	Equal Employment Opportunity Employer	