



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:	Commissioner Pct. #3	JOB GRADE:	1
JOB TITLE:	Community Facility Worker (Part-Time 6-29hr./week)	HOURLY SALARY:	\$9.75 per hour
LOCATION:	South County Community Center	CIVIL SERVICE:	No
SHIFT HOURS:	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		
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)		
Education, Experience and Skill Requirements			
<ul style="list-style-type: none"> • High School Diploma • General knowledge of office equipment • Basic computer skills needed • Good communication skills • Customer service experience 			
Primary Job Duties			
<ul style="list-style-type: none"> • Open and/or close building • Answer phones • Assist evening and weekend rental clients • Collect facility rental payments • Assist public with general information • Make sure building is clean and organized for clients • Any and all other duties assigned 			
Position No:	61480-3952-600	Requisition No:	2736
Date Posted:	04/04/2019	Equal Employment Opportunity Employer	