



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 | | | |
| <p>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.</p> | | | |
| Position No: | 61480-3952-600 | Requisition No: | 2736 |
| Date Posted: | 04/04/2019 | Equal Employment Opportunity Employer | |