



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:	Catalog Technician	ANNUAL SALARY:	\$27,187-\$31,015 Based on qualifications
LOCATION:	Central Library Conroe, 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: 40wpm 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.	<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

- High school diploma or equivalent
- Library experience preferred
- Basic computer skills required
- One year computer/data entry experience preferred
- Must be able to type at least 40 wpm

Primary Job Duties

- Creates, updates, deletes and modifies item records in Symphony Automation System
- Ability to travel to other system locations for item maintenance and inventory
- Processes all types of library materials so they are shelf ready
- Assist with sorting and routing of incoming library materials
- Maintenance and repair of all formats of library materials
- Any and all other duties assigned

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:	6511-7060-1	Requisition Number:	2696
Date Posted:	11-19-2018	Equal Employment Opportunity Employer	