



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 20 hours weekly	BI-WEEKLY SALARY:	\$13.07/hr.
LOCATION:	Mitchell Branch Library (The Woodlands)	CIVIL SERVICE:	No
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)		

To be considered for this position a completed Montgomery County Application and a copy of your High School Diploma or GED are 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: 30wpm Admin: 70% Math: 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 Previous public library work experience (volunteer work considered) Basic computer skills required, typing 30wpm Experience with automated library catalog and internet search skills preferred | <ul style="list-style-type: none"> Strong interpersonal skills; 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 Ability to accomplish objectives in a team setting |
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Primary Job Duties

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| <ul style="list-style-type: none"> Receive and distribute the U.S. mail and process magazines and newspapers Maintain serial orders for the County Library System Provides readers advisory and basic information services, including online searching and instruction in use of automated catalog, searching the internet and online databases, and operating MS Office Assist Interlibrary Loan Librarian with materials requested from the County Library Report problems, both automation and system, as appropriate to specific position Assists in keeping materials shelved in accordance with library policy and in keeping adult services area neat Works circulation and reference desk as needed | <ul style="list-style-type: none"> Assist unit supervisor in identifying needs and preparing unit budget and supply requests Interprets and implements library policies and procedures for library users and staff Assist customers with use of equipment, including PC's, printers, copy card dispensers, photocopies, microfiche/film/readers Assist reference unit staff in identifying needs to services to address them, including suggesting materials for the collection and maintaining the section Assist with public relations activities, including preparing displays and brochures, conducting tours of groups and individuals, as well as participating in outreach activities May oversee special projects or coordinate services within the unit as needed Participates in meetings and trainings as needed Any and all other duties assigned |
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Position Number:	6511-7051-517	Requisition Number:	2744
Date Posted:	05-02-2019	Equal Employment Opportunity Employer	