



# 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.

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	5
<b>JOB TITLE:</b>	Library Assistant II 14 hours weekly	<b>BI-WEEKLY SALARY:</b>	\$13.07/hr.
<b>LOCATION:</b>	South Branch Library (The Woodlands)	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Includes 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 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%**

<b><u>Testing Location:</u></b> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<b><u>Testing Days/Time:</u></b> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<b><u>NOTE:</u></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>• High school diploma or equivalent</li> <li>• Six months work experience, library work preferred (volunteer work considered)</li> <li>• Basic computer skills required, typing 30wpm</li> <li>• Successful experience in handling and recording money transactions, preferred</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to work well with library customers and other staff members</li> <li>• Ability to accomplish objectives in a team setting</li> <li>• Physical ability to perform responsibilities as listed</li> <li>• Good communication skills, oral and written</li> <li>• Must pass background investigation</li> </ul> |
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### **Primary Job Duties**

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| <p>Provides customer service activities related to specific units, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Work at circulation desk using automated system to charge and discharge materials</li> <li>• Register citizens for library cards and assist them as needed or refer to a librarian</li> <li>• Collect fines, fees and record money received; work cash register; prepare cash reports</li> <li>• Answer telephone using proper etiquette, taking messages or referring questions, as needed</li> <li>• Reports problems, both automation and public relations, to unit supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Types and files; enters data into automated system, as appropriate to specific position</li> <li>• Works with unit manager to process materials and facilitate unit services</li> <li>• Keeps daily and monthly statistical records got materials and services, as appropriate</li> <li>• Returns materials to the shelves</li> <li>• Interprets and implements library policies and procedures for library users and staff</li> <li>• Participates in meetings and trainings, as needed</li> <li>• Performs other work as needed</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 Number:	6511-7051-518	Requisition Number:	2711
Date Posted:	1-23-2019      Equal Employment Opportunity Employer		