



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	1
JOB TITLE:	Shelving Clerk (PT 20 hrs)	SALARY RANGE:	\$9.47
LOCATION:	Mitchell Branch Library The Woodlands, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Some 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 is 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: N/A Admin: 70% Math: 70%

Testing Location: Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	Testing Days/Time: Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	NOTE: 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"> Two years of high school Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System) Good verbal communications skills | <ul style="list-style-type: none"> Must be physically able to shelve books. This will require bending, stooping, stretching and standing for long periods of time Ability to work well with the public and other staff members Must pass background investigation |
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Primary Job Duties

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| <ul style="list-style-type: none"> Shelves library materials in proper location, in proper order, keeps shelves neat Answers telephone Counts materials for monthly reports as needed Cleans and mends library materials as needed | <ul style="list-style-type: none"> Cross training at the circulation desk when assigned Retrieves materials from non-public areas for patrons Any and all duties assigned |
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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 No:	6511-5100-600	Requisition No:	2704
Date Posted:	12-14-2018	Equal Employment Opportunity Employer	