# 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.

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Montgomery County Library</th>
<th>JOB GRADE:</th>
<th>5</th>
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<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Library Assistant II</td>
<td>HOURLY SALARY:</td>
<td>$14.69</td>
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<tr>
<td>LOCATION:</td>
<td>Central Library Conroe, TX</td>
<td>CIVIL SERVICE:</td>
<td>Yes</td>
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<tr>
<td>SHIFT HOURS:</td>
<td>Includes evenings &amp; Saturdays, as assigned</td>
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<tr>
<th>SUBMIT APPLICATIONS:</th>
<th>Montgomery County Human Resources Department</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
</tr>
<tr>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
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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.

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

| Typing: 30wpm | Admin: 70% | Math: 70% |

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<tr>
<th>Request Clerical Testing:</th>
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Send request by email to: jobs@mctx.org  
Subject Line: Clerical Testing  
Include in body of email: Last name, First name

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<th>WATCH YOUR EMAIL</th>
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An email with your clerical test invitation will be sent to you. Follow instructions provided in email.

*Please allow up to 72 hours for human resource to respond*  

**EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS**

- High school diploma or equivalent
- Six months work experience, library work preferred (volunteer work considered)
- Knowledge of Windows and Microsoft Office
- Successful experience in handling and recording money transactions, preferred
- 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
- Must pass background investigation
- Bilingual Preferred

**PRIMARY JOB DUTIES**

Provides customer service activities related to specific units, including but not limited to:

- Work at circulation desk using automated system to charge and discharge materials
- Register citizens for library cards and assist them as needed or refer to a librarian
- Collect fines, fees and record money received; work cash register; prepare cash reports
- Answer telephone using proper etiquette, taking messages or referring questions, as needed
- Reports problems, both automation and public relations, to unit supervisor
- Types and files; enters data into automated system, as appropriate to specific position
- Works with unit manager to process materials and facilitate unit services
- Keeps daily and monthly statistical records on materials and services, as appropriate
- Returns materials to the shelves
- Interprets and implements library policies and procedures for library users and staff
- Participates in meetings and trainings, as needed
- Performs other work as needed

**Position Number:** 6511-7051-16  
**Requisition Number:** 3273  
**Date Posted:** 06-26-2023  
**Equal Employment Opportunity Employer**