**MONTGOMERY COUNTY JOB POSTING NOTICE**

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

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Montgomery County Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Shelving Clerk (PT 27 hrs.)</td>
</tr>
<tr>
<td>SALARY:</td>
<td>$10.64</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>South Regional</td>
</tr>
<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
</tr>
<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>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
</tr>
</tbody>
</table>

To be considered for this position a Montgomery County application and Resume 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:**
- Admin: 70%
- Math: 70%
- Word: 70%

**Request Clerical Testing:**
- Send request by email to: jobs@mctx.org
- Subject Line: Clerical Testing
- Include in body of email: Last name, First name

**WATCH YOUR EMAIL**
- 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**
- Two years of high school
- Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System)
- Good verbal communications skills
- Must be physically able to shelve books. This will require bending, stopping, stretching and standing for long periods of time
- Ability to work well with the public and other staff members
- Must pass background investigation

**Primary Job Duties**
- 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
- Cross training at the circulation desk when assigned
- Retrieves materials from non-public areas for patrons
- Any and all other duties as assigned

**Position Number:** 6511-5100-509  **Requisition Number:** 3283
**Date Posted:** 07-21-2023  **Equal Employment Opportunity Employer**