<table>
<thead>
<tr>
<th><strong>DEPARTMENT:</strong></th>
<th>Montgomery County Library</th>
<th><strong>JOB GRADE:</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB TITLE:</strong></td>
<td>Library Assistant I (PT 20 hrs.)</td>
<td><strong>SALARY:</strong></td>
<td>$10.92</td>
</tr>
</tbody>
</table>
| **LOCATION:**   | South Regional Branch  
The Woodlands, TX | **CIVIL SERVICE:** | NO |
| **SHIFT HOURS:** | Includes evenings and 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 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:**
- **Typing:** 30 wpm
- **Admin:** 70%
- **Math:** 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
- Knowledge of Windows and Microsoft Office
- Good communication skills, oral and written
- Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System)
- Physical ability to perform responsibilities as listed
- Ability to work well with the public and other staff members
- Ability to accomplish objectives in a team setting
- Must pass background investigation

**Primary Job Duties**
Provides customer service activities, including but not limited to:
- Separate checked in materials into appropriate groups and arrange in proper order
- Shelve library materials in proper location and order
- Ensure shelves are neat, leaving space for incoming materials
- Check condition and clean library materials as needed
- Register citizens for library cards and assist them as needed, or refer to a librarian
- Answer telephone using proper phone etiquette, taking messages or transferring calls as needed
- Enter data into automated system, as appropriate to specific position
- Interpret and implement library policies and procedures for library users and staff
- Report problems, both automation and public relations, to unit supervisor
- Participate in meetings and trainings, as needed
- Any and all other duties as assigned

**Position Number:** 6511-7012-4  
**Requisition Number:** 3356  
**Date Posted:** 12-13-2023  
**Equal Employment Opportunity Employer**