



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.

DEPARTMENT:	Montgomery County Library	JOB GRADE:	5
JOB TITLE:	Library Assistant II 20 Hours per week	HOURLY SALARY:	\$13.32
LOCATION:	Tullis Branch New Caney, TX	CIVIL SERVICE:	No
SHIFT HOURS:	Includes 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 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%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> 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"> • 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 | <ul style="list-style-type: none"> • 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 |
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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"> • 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 | <ul style="list-style-type: none"> • 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 • Must be willing to complete any and all duties as assigned |
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Position Number:	6511-7051-508	Requisition Number:	2965
Date Posted:	05-04-2021	Equal Employment Opportunity Employer	