



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:	6
JOB TITLE:	Library Assistant III	SALARY:	\$30,108-\$34,000
LOCATION:	R.B. Tullis Branch New Caney, TX	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm) Includes evenings and Saturdays, as needed		
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)		

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 Math: 70% Admin: 70%

<p><u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304</p>	<p><u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.</p>	<p><u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.</p>
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Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High School Diploma or Equivalent 2 years' work experience, library work preferred Basic computer skills required; typing 30 WPM Successful experience in handling and recording money transactions, preferred Ability to organize work priorities and schedule staff to address them Outstanding interpersonal skills. Ability to work well with library customers and staff Strong communication skills, oral and written Ability to accomplish objectives in a team setting Must pass background investigation | <ul style="list-style-type: none"> Basic public, desk and phone etiquette Library terminology, tools, methods and procedures Library automation Basic office practices and procedures Use of standard office equipment, including typewriters, computers, calculators, photocopiers, etc. Physical ability to perform the responsibilities listed Principles and practices of supervision |
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Primary Job Duties

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| <ul style="list-style-type: none"> Acts as working supervisor of the Circulation Unit Oversees staff schedules & assists in hiring circulation staff; works with Branch Manager to evaluate them Collects fines and fees; prepares daily cash receipts and weekly deposits, as needed Responds to customer needs and complaints, in person or via telephone or e-mail Interprets and implements library policies and procedures for library users and staff Provides training exercises for circulation unit employees | <ul style="list-style-type: none"> Reports problems, both automation and public relations, to Branch Manager Assists branch management in identifying needs and developing budget requests Participates in committees, meeting and training sessions, as appropriate Maintains circulation data and prepares regular statistical reports Any and all other duties assigned |
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Position Number:	6511-7052-3	Requisition Number:	2972
Date Posted:	05-14-2021	Equal Employment Opportunity Employer	