



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Montgomery County Library	<b>JOB GRADE:</b>	1
<b>JOB TITLE:</b>	Shelving Clerk (PT 25 hrs)	<b>SALARY RANGE:</b>	\$9.19/hr. - \$9.55/hr.
<b>LOCATION:</b>	Magnolia Branch Library Magnolia, TX	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Some evenings & Saturdays, as assigned		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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: N/A                      Admin: 70%                      Math: 70%**

**Testing Location:**  
Commissioners Court Building  
501 N. Thompson, Suite 204  
Conroe, TX 77304

**Testing Days/Time:**  
Tuesdays, Wednesdays and  
Thursdays at 8:30a.m. only.  
\*No testing on county holidays.

**NOTE:**  
First 15 people in line will be  
accepted for testing. Testing is on a  
walk in basis, first come first served.

**Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>• Two years of high school</li> <li>• Ability to shelve books in proper alphabetical and numerical order (Dewey Decimal System)</li> <li>• Good verbal communications skills</li> </ul> | <ul style="list-style-type: none"> <li>• Must be physically able to shelve books. This will require bending, stooping, stretching and standing for long periods of time</li> <li>• Ability to work well with the public and other staff members</li> <li>• Must pass background investigation</li> </ul> |
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**Primary Job Duties**

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| <ul style="list-style-type: none"> <li>• Shelves library materials in proper location, in proper order, keeps shelves neat</li> <li>• Answers telephone</li> <li>• Counts materials for monthly reports as needed</li> <li>• Cleans and mends library materials as needed</li> </ul> | <ul style="list-style-type: none"> <li>• Cross training at the circulation desk when assigned</li> <li>• Retrieves materials from non-public areas for patrons</li> <li>• Other duties as assigned</li> </ul> |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	6511-5100-600	Requisition No:	2626
Date Posted:	05-15-2018	Equal Employment Opportunity Employer	