

# Technical Services Department Assistant

*This is a non-competitive Civil Service Position*

## **The Port Washington Public Library seeks a Book Processing Assistant.**

Preferred candidates must have excellent customer service skills and enjoy working in a team environment. All candidates should have basic computer skills, including word processing and email. Staff duties include processing both new and old books, as well as managing incoming and outgoing deliveries. Other duties, as assigned.

**Position is a 17 hour part-time position and may include morning and afternoon shifts.**

**Pay is \$21.61 per hour.**

**Please contact:**

*Kate Monsour – Head of Adult Services*

*monsour@pwpl.org*

*Resumes sent via e-mail will be given first review preference.*