



Bilingual (Spanish) Front Desk Clerk-Typist Wanted

The Port Washington Public Library seeks a Full-Time Bilingual Front Desk Clerk

Preferred applicants must have excellent customer service skills and enjoy working in a team environment. General duties include helping patrons to checkout materials, processing new library cards along with other assorted office tasks. Applicants should have a strong understanding of Microsoft Office and other current technologies.

Fluency in Spanish is required for this position. This is a Nassau County Civil Service position, and the chosen applicant will be required to take a Civil Service Examination. Applicants must be Nassau County Residents.

Hours and Benefits:

This position is 35 hours per week including one evening (1-9pm) per week and one Saturday (9am-5pm) per month. Sundays and Holidays may also be assigned.

Starting salary is \$40,850 with a full benefit package.

Please submit resumes to:

Debbie Wanna – Head of Personnel

wannad@pwpl.org

The Port Washington Public Library is an equal opportunity employer.