



HANCOCK COUNTY PUBLIC LIBRARY

The Hancock Co. Public Library is now accepting applications to fill a part-time position:

Part-Time Circulation Clerk

Excellent customer service skills, strong communication skills, punctuality, positive attitude, & professionalism.

High School diploma required. College hours preferred.

Approximately 12-24 hours per week depending on staffing needs. Year-round position. Starting pay \$12.00+, 14 paid holidays, paid time off, paid bereavement days, and potential full-time opportunity in the future.

Work schedule will be some regular days 8:30am until 5:00pm, with some Tuesday /Thursday evenings til 7:00pm, and some Saturdays 8:30am-1:00pm. The schedule is normally known a month ahead of time. We use a type of flex scheduling.

The position requires assisting patrons in finding materials, organizational skills, working with all ages, working independently and with others, strong computer skills, consistent follow through, and other responsibilities as listed in the job description. You may view a copy of the job description at either library location or on our Facebook page.

Computer skills required. Experience with using mobile devices is required.

Must be able to lift up to 50lbs periodically, multitask, and give directions.

Must have excellent telephone etiquette.

Must be able to climb stairs, stoop, reach, and climb a step stool, frequently.

Interest in helping people and being involved in library activities on a daily basis.

Please fill out the online application and submit to the email below or stop in and pick up an application. Applications due May 27, 2026. Start date June 22nd.

Hancock County Public Library, 1210 Madison Street, Hawesville, KY 42348

Phone: (270)927-6760 Fax: (270)927-6847 Email: hcplky@gmail.com