

We Are Hiring!

Position: Public Services Clerk - *Part Time*

Description/Responsibilities:

The Greensburg Decatur County Contractual Public Library seeks a Part-time Public Services Clerk committed to serving the public by providing for the lifelong information, educational, recreational, and cultural needs of the community.

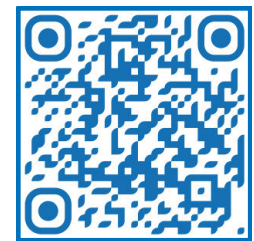
Job Responsibilities:

- Providing friendly customer service
- Checking in/out of library materials
- Issuing library cards
- Updating patron records
- Handling fee transactions
- Shelving library materials
- Resolving patron issues
- Working with the Evergreen Indiana Library computer program



Qualifications: Non-certified position.

- High School Diploma or GED required - Post-secondary education in a related field preferred
- Customer service work experience required
- Candidates must demonstrate excellent computer skills
- Ideal candidate will have a flexible schedule which will allow for a combination of morning and afternoon shifts, a willingness to pick up shifts as needed and able, including evenings and weekends
- Satisfactory criminal history background check appropriate for working with children
- Must have a driver's license and a safe driving record to drive a personal vehicle for Library purposes



Hours: 15 - 20 hours per week (includes one evening shift and rotating Saturdays).

Salary: Part-time position. Pay starts at \$13.39 per hour.

Applications will be received until position is filled.

Find the full job description and application at <https://greensburglibrary.org/jobs/>



No paper applications will be accepted.

Posted: 6/22/26