



## City of Greenwood – Clerical Support Staff

<b>Job Title:</b>	Clerical Support Staff	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Human Resources	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 S Madison Avenue Greenwood, IN 46142	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Human Resources Coordinator
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Provide essential support to Human Resources Department including maintaining Personnel Files, Human Resource records and Benefit documents. Perform general clerical tasks.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Maintain Employee Personnel files by keeping folders updated as additional documents are filed.
- Process all incoming phone calls and refer to appropriate person.
- Prepare reports and compile documents as needed for the Department.
- Update City bulletin boards and create monthly Safety flyers.
- Maintain detailed spreadsheets including Employee rosters, Safety training and special events.
- Routinely execute all other clerical tasks as needed within Human Resources.
- Adhere to strict confidentiality and highest ethical standards.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Computer and general clerical experience.
- **Skills and Abilities:** Ability to operate computer, telephone system and other office equipment. Must possess excellent communication skills.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 20 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Approved By:**