

City of Greenwood – Part-time Receptionist Code Enforcement

Job Title:	Part-time Receptionist	Job Category:	Non-Exempt
Department/Group:	Code Enforcement, BOW	Job Code:	
Location:	City Building	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Human Resources Coordinator	Supervisor:	Code Enforcement Officer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provides support to the Code Enforcement Department while maintaining records and taking incoming calls and complaints and scheduling appointments. Assists in all areas in the Department including researching nuisance codes and property records.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for processing incoming and outgoing mail.
- Maintains records for all code violations and their outcomes. Keeps and files necessary documents and records including correspondence and purchase orders.
- Processes all incoming complaints including high weeds, trash nuisance, abandoned vehicles and zoning complaints.
- Prepares and mails all outgoing correspondence.
- Assists in compiling daily and annual reports as needed.
- Maintains detailed case records, notices, photographs and inspections.
- Routinely executes all other clerical tasks as needed within Code Enforcement.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Computer, switchboard and clerical experience a plus.
- **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: