



<b>Job Title:</b>	Records Clerk	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Police	<b>Job Code:</b>	
<b>Location:</b>	Justice Center 186 Surina Way Greenwood IN 46143	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Records Supervisor/Spillman Administrator
<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 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Direct and greet incoming Justice Center visitors and customers. Answer incoming telephone calls, record messages and schedule appointments. Also responsible for clerical assistance.</b>		

**Duties and Responsibilities:**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Direct and greet walk-in customers, providing assistance by answering questions, furnishing information and resolving complaints.
- Monitor and maintains log of voicemail messages; respond as necessary.
- Assist with clerical duties including typing, filing and copying various documents.
- Maintain schedules and appointments as necessary for meetings.
- Update records as necessary.
- 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.

*These are the minimums required to perform the essential duties/requirements of this position.*

**Physical:**

- Must be able to sit for long period of time and be able to lift up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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:**