



# GREENWOOD City of Greenwood – Clerical Staff

EST. 1864

<b>Job Title:</b>	Clerical Staff	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Legal	<b>Job Code:</b>	
<b>Location:</b>	City Center Building	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Corporation Counsel
<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>Provide assistance to Department Office Manager and Paralegals on a wide range of legal matters and transactions, work closely with staff on various office organization tasks</b>		

### Duties and Responsibilities:

- Maintain electronic and paper records for various office filings.
- Draft preliminary documents for ordinance enforcement actions, collection actions, and traffic deferral program.
- Work closely with Office Manager and Paralegals on various office related matters.
- Assist Office Manager and Paralegals on filing various types of form legal documentation including legal pleadings and exhibits, proofs of claim for bankruptcy filings, demand letters, motions, deferral agreements, Board of Works and Redevelopment records, general office files.
- Keep record of, and calendars, of all court dates and filing deadlines as needed.
- Assist with secretarial and clerical tasks as needed.
- Strict adherence to confidentiality and highest ethical standards.
- Possession of valid driver’s license and ability to travel to and from court.
- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Perform other duties as assigned.
- Assist with processing incoming phone calls and referring to appropriate person

### Job Requirements:

- **Education:** High school diploma or GED required as outlined in the Employee Handbook.
- **Experience:** Computer and general clerical experience, team player, ability to adhere to direction.
- **Skills and Abilities:** Strong written and oral communication skills; team player; ability to exercise independent judgment and work with minimal supervision; strong office and computer skills; knowledge of legal reference sources, terminology, and electronic resources; ability to adhere to strict deadlines and maintain accurate and complete records.
- **Physical:** Ability to sit and operate a computer for long periods of time.

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:**



**GREENWOOD**

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