

City of Greenwood – Part-time Document Clerk

Job Title:	Part-time Document Clerk	Job Category:	Non-Exempt
Department/Group:	Clerk	Job Code:	
Location:	Greenwood Justice Center 186 Surina Way, Greenwood, IN 46143	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part-time
HR Contact:	Human Resources Coordinator	Supervisor:	Clerk
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide administrative support to the Clerk by performing clerical duties and organizing and filing Official City Records.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Assist City Clerk with the preservation of City Records by filing and keeping in order.
- Responsible for scanning and saving City Records kept in the office of the City Clerk.
- Maintain tracking and filing system for all documents including uploading on SharePoint.
- Provide assistance and information as requested over the phone and by office visitors.
- Responsible for purging files kept by the City Clerk.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** One to three years office or administrative 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 15 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: