



## City of Greenwood – Administrative Assistant

<b>Job Title:</b>	Administrative Assistant	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Clerk	<b>Job Code:</b>	
<b>Location:</b>	Greenwood 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>	Human Resources Coordinator	<b>Supervisor:</b>	Clerk
<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 administrative support to the Clerk by performing clerical and office duties. Also transcribe Council meeting minutes and maintain City Website.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Required to attend meetings and to record and take notes of the meeting.
- Transcribe, type and maintain copies of City Council meeting minutes and compose Council meeting agenda.
- Upload meeting minutes on the City Website and distribute copies of minutes as needed.
- Prepare and mails all outgoing correspondence.
- 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.
- Research case summary information for City residents as requested.
- Prepare and distribute abatement letters.
- Compile record ordinances and resolutions with County regarding annexations.
- Accept and record ordinance and/or zoning violation payments.
- Attend training seminars as needed.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** One to three years transcriptionist and clerical experience.
- **Skills and Abilities:** Ability to operate computer, transcriber, telephone system and other office equipment. Must possess excellent communication skills. Must possess valid driver's license and must be able to drive to other locations as needed.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 15 pounds.



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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:**