

## City of Greenwood – Full Time Administrative Assistant

<b>Job Title:</b>	ADMINISTRATIVE ASSISTANT	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Community Development Services (CDS)	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Ave Greenwood, IN 46142	<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>	CDS Office Manager
<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>Incumbent is responsible for providing secretarial support to Department personnel.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Perform a variety of secretarial functions as assigned for CDS, and as needed for the Stormwater Department, such as opening/distributing incoming mail, responding to inquiries by telephone, greeting the public, faxing and e-mailing documents, maintaining the departmental calendar, developing and maintaining databases, developing and generating reports, maintaining files, and ordering supplies;
- Compose, type, transcribe, format, proofread, copy, file and/or distribute forms, correspondence and documents, including job advertisements/postings, policies and procedures, manuals/brochures, training materials, etc.;
- Provide information and assistance, take and record messages, schedule appointments and/or transfer/direct inquiries to the appropriate individual, Department or agency;
- Assist in issuing building permits, including reviewing drawings, verifying zoning, determining setbacks and completing forms. Assists in issuing sign permits and enforcing sign ordinance, including completing forms and mailing code violation notices;
- Attend and record meetings of Plan Commission and Board of Zoning Appeals and others as assigned, type and distribute agendas and minutes, assist in compiling reports, and maintain related records;
- Building Process related:
- Assist with check-in and check-out of building permit applications into the City's database system, close-out of permit records at project completion, receiving fees and issuing permits;
- Assist with preparation of ancillary permits and fee forms as part of the building permit process
- Work closely with the Building staff and other City staff, including scheduling inspections, coordination with Fire Inspectors and contractors, maintain punch lists for compliance with building permits, maintain files and electronic databases, maintain office inspection calendar for commercial and residential inspections;
- Assist in the preparation of the annual Departmental budget;
- Receive and gather information to develop Departmental reports;

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- Maintain the Department petty cash fund;
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Previous work experience is preferred.
- **Skills and Abilities:** Working knowledge of standard office policies, and the ability to apply such knowledge to related procedures, tasks and operations;
- Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computers, printers, telephones, fax machines, typewriters, postage meters, copiers, and calculators;
- Working knowledge of standard bookkeeping principles, including the ability to perform arithmetic calculations and accurately maintain financial records;
- Working knowledge of English grammar, spelling and punctuation, and ability to prepare correspondence, documents and reports as assigned;
- Ability to maintain confidentiality of Department records and information as directed;
- Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision;
- Ability to adhere to strict deadlines and maintain an accurate calendar system;
- Ability to prioritize and work on multiple tasks concurrently, often under time constraints, and to complete assignments effectively amidst frequent distractions and interruptions;
- Ability to effectively communicate orally and in writing with co-workers, other City departments/boards/commissions, court personnel, county/state agencies, attorneys, vendors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Credentials as a Notary Public.
- Possess a valid Indiana driver's license and demonstrated safe driving record.
- Incumbent occasionally works extended and/or evening hours
- **Physical:** Ability to perform assigned duties, including sitting for long periods and occasionally lifting/carrying objects weighing less than 25 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 Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_