



## City of Greenwood – Infraction/Ordinance Assistant

<b>Job Title:</b>	Infraction/Ordinance Assistant	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Court	<b>Job Code:</b>	
<b>Location:</b>	Greenwood Justice Center Court 186 Surina Way Suite B 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>	Director of Court Operations
<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 South Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Handle routine work involving infraction and ordinance cases		

### Duties and Responsibilities:

- Open file, prepare contents and enter into Odyssey all newly filed infractions and ordinances.
- Schedule new filings for initial hearing as needed, notify defendant of court date and time.
- As cases are resolved, enter proper information into Odyssey and updated physical file as needed.
- Notify defendants of rescheduled hearings.
- Receive and process all attorney filings on infractions and ordinances.
- Review and process all *pro se* defendant requests on infractions and ordinances.
- Work closely with various police agencies, prosecutor and city attorney regarding case dispositions and hearing scheduling.
- Primary telephone operator.
- Assist in court as needed.
- Assist with filing of all records.
- Assist in receipt of payments as needed.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High school degree
- **Skills and Abilities:** Ability to operate computer and other office equipment. Must possess excellent communication skills and basic analytical skills.



## City of Greenwood – Infraction/Ordinance Assistant

<ul style="list-style-type: none"><li>• <b>Physical:</b> Must be able to sit for several hours and be able to lift up to 20 pounds.</li></ul>	
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: _____
<b>Approved By:</b> _____	