



## City of Greenwood – Part-time Receptionist Code Enforcement

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| <b>Job Title:</b>   | Receptionist  | <b>Job Category:</b>    | Non-Exempt  |
| <b>Department/Group:</b>  | Code Enforcement, BOW   | <b>Job Code:</b>        |   |
| <b>Location:</b>  | City Center<br>300 South Madison Ae<br>Greenwood, IN 46142  | <b>Travel Required:</b> | No  |
| <b>Level/Salary Range:</b>  | Contingent on Experience  | <b>Position Type:</b>   | Part Time   |
| <b>HR Contact:</b>  | Director of Human Resources   | <b>Supervisor:</b>      | Immediate: Code Enforcement Supervisor<br>Alternate: Deputy Mayor |
| <b>Fax or E-mail:</b><br>(317) 887-5868 or<br>HR@greenwood.in.gov | <b>Mail: City of Greenwood</b><br>Attention: Human Resources Department<br>300 S Madison Avenue<br>Greenwood, IN 46142  |                         |   |
| <b>Job Purpose:</b>   | Provides support to Code Enforcement Department while maintaining records and taking incoming calls and complaints. Assists in all areas in the department including researching nuisance codes and property records. |                         |   |

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for processing incoming and outgoing mail.
- Maintains records for all code violations and their outcomes. Keeps and files necessary documents and records including correspondence and purchase orders.
- Processes all incoming complaints including high weeds, trash nuisance, abandoned vehicles and zoning complaints.
- Prepares and mails all outgoing correspondence.
- Assists in compiling daily and annual reports as needed.
- Maintains detailed case records, notices, photographs and inspections.
- Routinely executes all other clerical tasks as needed within Code Enforcement.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Computer, customer services and clerical experience a plus.
- **Skills and Abilities:** Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently. Ability to operate computer, telephone system and other office equipment. Must possess excellent communication skills.
- **Physical:** Must be able to sit for long periods of time and be able to lift up to 20 pounds.



**City of Greenwood – Part-time Receptionist Code Enforcement**

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:**