



City of Greenwood – Intern/Clerical Staff

Job Title:	Intern/Clerical Staff	Job Category:	Non-Exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Parks and Recreation 100 Surina Way Greenwood, IN 46143	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Director of Human Resources	Supervisor:	Director of Parks and Recreation
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide essential support to the Parks and Recreation Department including filing, answering the phone and customer service. Perform general clerical tasks.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Process incoming calls and refer to the appropriate person.
- Provide excellent customer service to customers via phone and walk-ins.
- Maintain files by keeping folders updated as documents are received.
- Perform other duties as assigned.

Job Requirements:

- **Education:** High School Diploma or GED.
- **Experience:** Previous work experience is preferred.
- **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, and possess a valid Indiana driver's license.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 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 Signature: _____
Date: _____

Approved By: