

Greenfield Fire Territory Part Time Clerical Position

The City of Greenfield Fire Territory is looking for a part time clerical front office assistant. The hours are flexible Monday – Friday and total an average of 25 hours a week.

Minimum requirements are a high school diploma or GED.

Serves as the Part-Time Assistant for the Fire Department, responsible for receiving non-emergency calls, maintaining various computer records, and maintaining various files and performing various clerical duties.

Ability to properly operate a variety of office equipment such as copiers, computers, phone systems, calculators and filing systems. Have a working knowledge of Microsoft office programs. Ability to maintain a positive customer service demeanor at all times.

Hourly Pay is up to \$16 an hour depending on qualifications. Job description is available for review by applicants.

Send resume to Chief Brian Lott at blott@greenfieldin.org. Call Chief Lott if you have questions 317-325-1501. The deadline is May 31st at 8am for submitting the resume.