



# CITY OF GREENSBURG

## 2024 SUMMER INTERNSHIP PROGRAM

Mayor's Office Internship  
City Clerk-Treasurer Internship



— CITY OF —  
GREENSBURG

DATE:

**Monday, February 12, 2024**

## Dear Internship Applicant,

At the City of Greensburg, we are committed to cultivating a community where our youth are engaged, community-driven, and civic-minded. As Mayor Marsh reflected on how we could better achieve this, he looked around to other communities. He looked into their prestigious internship programs and the value it added to their city. So, we got to work here at City Hall.

I am excited to announce that the City of Greensburg Summer Internship Program is accepting applications for the Summer of 2024. The City of Greensburg summer internship program provides college students the opportunity to learn about and contribute to city government, hear from local leaders, and experience the day-to-day operations of Greensburg.

This is a great opportunity for students interested in starting a career in public service, urban planning, communications, finance, accounting, Human Resources, community development, or for students interested in learning more about local government structure.

Our interns will develop foundational knowledge, communication skills, and a strong network of community leaders and organizations during the program all while gaining a greater appreciation for Greensburg, city government, and our vision for the future. Mayor's Office Interns will be responsible for leading a project over the summer that will contribute to the betterment of Greensburg and will have a budget allocated to achieve it. Clerk's Office interns will work directly with the Clerk-Treasurer on projects in the office, preparing ordinances and resolutions, understanding employee procedure and processes, and so much more relating to the finances of the City. Although there are some project ideas ready for interns to work on, interns are invited to be creative and take pride in leading a project of their own.

Outside of the project, interns for both offices will participate in city meetings and may be called upon to take on additional duties if the office sees fit. Interns are expected to work between 30 and 35 hours per week.

The Summer Internship Program begins Monday, May 13 and ends Friday, August 16. Adjustments may be made if your school semester conflicts with the set dates or at the discretion of the Mayor. This internship is paid, but housing is not provided. The internship pay rate is \$12-20 an hour, upon review of the intern's experience. Interns will get all scheduled holidays off that the city observes and may request additional time off with the supervisor's approval.

Please send the attached application, your resume, and a cover letter to Personnel Administrator Julie Nobbet at [jnobbet@greensburg.in.gov](mailto:jnobbet@greensburg.in.gov). **Applications will be accepted until Friday, April 5, at 4:00 pm. Applications accepted after this date will not be considered.**

If you have any questions, please feel free to contact me at the information below.

**Regards,**

**Kristen Williams**

Communications Director



812-663-3344 x 1



[kwilliams@greensburg.in.gov](mailto:kwilliams@greensburg.in.gov)



314 W Washington Street, Greensburg

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OFFICE OF THE CLERK TREASURER

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February 12, 2024

## **JOB POSTING**

### **JOB DESCRIPTION**

POSITION: Intern  
DEPARTMENT: Clerk Treasurer  
WORK SCHEDULE: 8:00 am – 4:00 pm, M-F, 12-1 Lunch  
STATUS: Seasonal/part-time – up to 35 hours/week  
PAY: \$12-20/hour  
AVAILABILITY: Beginning May 13, 2024

The Greensburg Clerk-Treasurers office is seeking a summer intern.

Answer telephone, filing, and assisting with bookkeeping, accounts payable/receivable, payroll and benefits. Various projects as assigned. College students seeking degrees in Accounting, Finance, Business or Human Resources will be considered first.

Applications are available from Greensburg City Hall as well as online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit the completed application to Julie Nobbe at City Hall.

Questions may be directed to me at the number and email address below.  
Thank you.

Sincerely,

Amy Borns  
Clerk-Treasurer

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Clerk-Treasurer  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** April 2023

**STATUS:** Part-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Administrative Assistant for the Clerk-Treasurer, responsible for maintaining records and performing various clerical functions.

**DUTIES:**

Enters various data on computer, including invoices, billing and payroll.

Assists in processing weekly City payroll, including receiving time sheets, verifying calculations of hours, signatures, deductions and account numbers, communicating with other departments to resolve problems, entering data on computer, filing time sheets and service records, and preparing related claims and reports.

Assists in processing accounts payable claims/vouchers on computer monthly, including payroll, withholding, and prints and distributes related checks. Assists in preparing and processing billings for health insurance and worker's compensation monthly, and maintaining related records. Assists in monthly budget reports for various departments and boards.

Assists in calculating and depositing police and fire pensions and various income taxes, such as federal, state and county taxes, FICA and Medicare. Assists in preparing and submitting various reports according to legal requirements and deadlines, such as quarterly retirement and unemployment reports.

Assists in maintaining personnel records, including entering new/revised information on computer, filing various forms, processing benefit applications for new personnel, and researching employee earnings and benefits as requested, such as longevity and personal leave.

Assists in processing fixed assets and inventory for city.

Assists with billings for airport hangar rentals, including researching outstanding charges, calculating current charges, preparing and mailing vouchers, and maintaining airport compliance by making payments such as sales tax and vendor payments.

Clerk/Admin. Asst.

Assists in completing various year-end procedures, such as printing and distributing income forms to employees and contractors/vendors, completing, submitting and filing IRS reports, and assisting in preparing City budget for new year.

Assists with duties of Personnel Administrator or Accounts Payable/Receivable Specialist in his/her absence or as needed.

Periodically attends training seminars as required or assigned.

Performs related duties and projects as assigned.

## **I. JOB REQUIREMENTS:**

High school diploma or GED

Working knowledge of Department policies and procedures and legal requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of and ability to make practical application of basic bookkeeping and accounting principles, including ability to perform arithmetic calculations, maintain accurate records, and prepare detailed reports as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports as required.

Ability to properly operate a variety of standard office equipment, including computer, printer, telephone, copier and calculator.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to perform duties of Personnel Administrator or Accounts Payable/Receivable in his/her absence or as needed.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to understand, memorize, retain, and carry out written and oral instructions and present finding in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training.

**II. DIFFICULTY OF WORK**

Majority of tasks are well-defined and recur on a regular basis. Incumbent operates with general instructions and guidelines and selects the most appropriate ones to properly complete assigned tasks.

**III. RESPONSIBILITY:**

Incumbent performs a variety of bookkeeping duties according to a flexible customary routine with priorities determined primarily by supervisor. Work is reviewed for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through standard bookkeeping checks and are detected through supervisory review. Undetected errors may result in loss of time for correction.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Clerk-Treasurer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, standing/walking at will, keyboarding, close vision, handling/grasping/fingering objects and lifting storage boxes weighing less than 25 pounds.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Administrative Assistant for the Clerk-Treasurer Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

# APPLICATION FOR EMPLOYMENT

## City of Greensburg, Indiana an Equal Opportunity Employer

The City of Greensburg, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought \_\_\_\_\_ EMAIL : \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_

Middle initial \_\_\_\_\_ Former name(s) \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Phone \_\_\_\_\_ Are you at least 18 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Applicants for Police Department: Are you at least 21 years of age? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you interested in: Full-time work? Yes \_\_\_\_\_ No \_\_\_\_\_

Part-time work? Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary/Seasonal work? Yes \_\_\_\_\_ No \_\_\_\_\_

Affordable Care Act Full-time? Yes \_\_\_\_\_ No \_\_\_\_\_

Date available to start work \_\_\_\_\_

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### EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here \_\_\_\_\_ and skip to **Previous employer** below.

- Current employer \_\_\_\_\_  
 Address \_\_\_\_\_ City/state/zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Hire date \_\_\_\_\_ Job title \_\_\_\_\_  
 Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Current salary \_\_\_\_\_ per \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, please explain why:

● Previous employer \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, please explain why:

● Previous employer \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_



Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, please explain why:

● Previous employer \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Dates employed \_\_\_\_\_ - \_\_\_\_\_ Job title \_\_\_\_\_

Beginning salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Work phone \_\_\_\_\_

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, please explain why:

☞ *If you had additional employers within the last five years, attach additional pages as needed.*

List and explain periods of unemployment in the past five years:

From \_\_\_\_\_ to \_\_\_\_\_ Reason:

From \_\_\_\_\_ to \_\_\_\_\_ Reason:

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EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended Attach additional pages as needed.

Name \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Diploma? Yes \_\_\_\_ No \_\_\_\_ GED? Yes \_\_\_\_ No \_\_\_\_

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)

College(s) or Trade School(s) attended Attach additional pages as needed.

Name \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Degree(s) \_\_\_\_\_

Major/minor course(s) of study \_\_\_\_\_

● Name \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City/state/zip \_\_\_\_\_

Degree(s) \_\_\_\_\_

Major/minor course(s) of study \_\_\_\_\_

● Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)

● Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

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MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here \_\_\_\_\_ and skip to the next

section. Military Branch      Dates of Service      Highest Rank Attained      Rank at Separation

\_\_\_\_\_  
\_\_\_\_\_

Type of Discharge \_\_\_\_\_

Citations/awards received \_\_\_\_\_

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PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training \_\_\_\_\_

Professional/special license(s) or certificate(s):

State                      Issued By                      Date Issued      Expiration      Type                      License #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any license suspended, revoked or terminated? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name                      Address                      Phone                      Offices/Positions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



● List three references who are not related to you and are not former employers or supervisors:

○ Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Number of years known \_\_\_\_\_

○ Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Number of years known \_\_\_\_\_

○ Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Number of years known \_\_\_\_\_

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**APPLICANT CERTIFICATION**

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: \_\_\_\_\_

● I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: \_\_\_\_\_

● I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: \_\_\_\_\_

● I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: \_\_\_\_\_

● I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: \_\_\_\_\_

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

***The following sections to be completed by Police Department applicants only:***

● I understand that the employer provides Police service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Police Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: \_\_\_\_\_

● I understand that if I am hired as a sworn officer on the Police Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: \_\_\_\_\_