

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Intern, Outreach & Special Programs	<u>CLASS NUMBER:</u> 00000	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Part Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> IG3	<u>POSITION CONTROL #:</u> 80248
<u>POSITION LOCATION:</u> 80 E Fulton St, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Social Service Supervisor (080162)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Intern classification is to perform a variety of administrative and office related assignments. Research and prepare agency position papers and spreadsheets for administrator’s review.

JOB DUTIES:

This position assists the Outreach & Special Programs team with general office activities. Responsibilities may include, but are not limited to, developing policies, processes, marketing materials, and workflows; develop screening tools, resource guides, and resource tracking mechanisms; and assist the team in data entry, tracking, and dashboard creation. Outreach duties may include in person or virtual onsite or offsite events, helping with mass mailings and tracking of outreach efforts and outcomes. Develop process flows, data tracking mechanisms and dashboards for various initiatives and grants. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices & procedures; interviewing; social sciences. Skill in word processing and spreadsheet creation; equipment operations. Ability to carry out instructions in written, oral or picture form; interpret extensive variety of technical material in books, journals & manuals; understand practical field of study; calculate fractions, decimals & percentages; maintain accurate records; gather, collate & classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from & contact with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree with coursework emphasis in public administration with six (6) months of social work experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date