

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

<u>CLASSIFICATION TITLE:</u> Intern	<u>CLASS NUMBER:</u> 00000	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> ISO	<u>POSITION CONTROL #:</u> 071043
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary up to 20 hours per week.	<u>SUPERVISOR (PCN):</u> Community Relations Manager (071040)
<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:

Evaluate dogs for adoptability and rehabilitation. Offer pre-and post-adoption support services with regard to behavior and training. Train volunteers and the public about animal behavior (dog walking, socialization etc). Help to develop and implement behavioral enrichment and rehabilitation programs for dogs in shelter. Answer behavior helpline and e-mail inquiries. Assist with behavioral appointments, training and follow-up. Assist with shelter projects such as developing policies and procedures, and new programs. 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; safety practices; agency policy and procedures. Skills in equipment operation. Ability to carry out instructions in written, oral or picture form; cooperate with coworkers on group projects; answer routine telephone inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

A high school diploma or equivalent with six (6) months office experience or enrolled into an institution of higher learning.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. 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