

**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> IJ	<u>POSITION CONTROL #:</u> 071046
<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:

Photograph new dogs available for adoption using a digital camera. Maintain website database of dogs available for adoption. Design in-house printed materials including posters, brochures, collateral signage and promotional items using Adobe Photoshop, Quark, or PageMaker. 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; humanities; safety practices; agency policy and procedures. Skill in word processing; equipment operation. Ability to understand system of mechanical or other procedures; copy material accurately and recognize grammatical and spelling errors; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: 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