

**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 Economic Development & Planning | <u>JOB TYPE:</u> Part Time, Unclassified | <u>PROBATION PERIOD:</u> N/A |
| <u>BARGAINING UNIT:</u> Non-Bargaining | <u>PAY GRADE:</u> IG1 | <u>POSITION CONTROL #:</u> |
| <u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Planning Administrator (051110) |
| <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 director, assistant director and GIS Manager with daily and monthly general office activities. Responsibilities include answering zoning questions at the office and over the phone, accepting and checking applications for annexation, rezoning, variance, conditional use permits, sign permits and zoning compliance. Work on long term projects and assist in preparation of graphics and reports for monthly hearings. May attend internal zoning meetings and assist the building clerk as needed with clerical functions. 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 and procedures; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public.

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:

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