

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

<b><u>CLASSIFICATION TITLE:</u></b> Intern	<b><u>CLASS NUMBER:</u></b> 00000	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Human Resources/Risk Management	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> IF	<b><u>POSITION CONTROL #:</u></b> 060105
<b><u>POSITION LOCATION:</u></b> 373 S. High Street, 25 <sup>th</sup> Fl., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Shifts Vary	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (060106)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Assist with daily office activity including, but not limited to; sorting and organizing files. Scanning documents to appropriate files, as assigned. 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 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.

**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:**

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