

**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> Office of Homeland Security & Justice Programs/ Justice Policy and Programs	<u>JOB TYPE:</u> Part Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> IF	<u>POSITION CONTROL #:</u> 132103
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Hours Vary – 6 hours per week	<u>SUPERVISOR (PCN):</u> Re-Entry Services Coordinator (132001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> N/A		

CLASSIFICATION PURPOSE:

The primary purpose of the Intern classification is to perform a variety of administrative and office related assignments.

JOB DUTIES:

This Intern developer will work with the Office of Justice Policy & Programs (OJPP) team, County web hosting experts, and graphic designers, to create a centralized repository of reentry resource information, and link that information to the County’s reentry website. Create social media (Facebook, Twitter, and other media forms) accounts for County reentry and link the resource information to them. Create a smart phone app (for both Mac and Android) that links to the central repository and provides users with the ability to access resource information from a tablet or smart phone. 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 (computer, cell phones, etc.). Ability to carry out instructions in written, oral or picture form; apply principles to solve practical, everyday problems; screen mail; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public; strong research skills.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

A high school student 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