

**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> Purchasing	<u>JOB TYPE:</u> Part Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> ISO	<u>POSITION CONTROL #:</u> 020002
<u>POSITION LOCATION:</u> 373 S. High Street, 25 th FL, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary up to 29 hours per week.	<u>SUPERVISOR (PCN):</u> Assistant Director (20012)
<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. Research and prepare agency position papers and spreadsheets for administrator's review.

JOB DUTIES:

Administrative Intern duties include but are not limited to: Welcome and serve as primary point of contact to visitors in the office; perform general office functions such as answer phones, obtain & distribute mail, fax, copy, print documents; Maintain physical office space (keep the space clean, orderly, current); Maintain current communications posted in office and reception area; Create and update documents, templates, and communications; Schedule meetings; Create meeting agendas; Attend meetings and negotiations with internal and external stakeholders; Order supplies, Update and monitor portal, and/or social media; Assist with employee Onboarding and Offboarding; Assist with and coordinate office events; Coordinate and plan travel; Assist with DocuSign Activities; Recommend and assist with office upgrades and training; Provide thorough, timely status updates to the Director, Assistant Director, and stakeholders; Assist with cooperative contract research, communication, and management; Assist with special projects and other duties as assigned

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