

**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> Purchasing	<b><u>JOB TYPE:</u></b> Part Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> ISO	<b><u>POSITION CONTROL #:</u></b> 020002
<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 up to 29 hours per week.	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (20012)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> 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:**

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