



Job Title: Intern

Department: Appraisal

Division: Real Estate

The Franklin County Auditor's Office is looking for excited and eager interns to work in our Real Estate Appraisal Department. The Appraisal Department is responsible for maintaining property record values and characteristics. As well as, administering CAUV, Exemptions and the allocation of values for Tax Incentive parcels.

Overall Responsibilities:

Responsibilities will include but are not limited to:

- Data entry into computer systems
- Assist with updating various documents
- Shadow Appraiser's during valuation reviews
- File correspondence, records, cards, documented materials, and/or other file information
- General organization
- Other duties as assigned

Behavior/Expectations:

- Perform the required duties to the best of your ability
- Arrive on time and ready to work
- Behave in a professional and courteous manner
- Dress should be business casual and office appropriate
- Reflect the values of the Franklin County Auditor's Office

Please submit a resume and application for consideration. If you have any questions, feel free to reach out to Rachel Hisey at rehisey@franklincountyohio.gov or 614-525-7369.



FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO

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