



Job Title: Intern

Department: Consumer Services

Division: External Engagement

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Consumer Services section. The Consumer Services section is responsible for administering the sale of licenses for dogs and issuing vendor licenses.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Match dog licenses with receipts
- Assist with various data entry and matching
- Assist with outgoing mail activities
- Filing of applications once they are keyed into the computer system
- 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](mailto:rehisey@franklincountyohio.gov) or 614-525-7369.



**FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO**

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