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Job Title: High School Intern

Department: Real Estate

Division: Real Estate

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High school internships are open to any students with an interest in the office. High school students are required to have transportation and will be treated as adults. High school students will be placed in a general real estate internship and rotate between participating departments in order to provide exposure to as many different operations of the Auditor's office as possible and increase government engagement. High school interns that express an interest in a specific department over others will have the opportunity to be placed in that department, encouraging interns to get the most out of their experience.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Data entry into computer systems and scanning into database
- Assembling file folders
- General organization
- Assist with outgoing mail activities
- File correspondence, records, cards, documented materials, and/or other file information
- Other duties as assigned

**Behavior/Expectations:**

- Strong communication and customer service skills
- 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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