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Job Title: Intern

Department: Special Projects

Division: Administration

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Special Projects Department. The Special Projects Department is responsible for overseeing the day-to-day management of various projects that cross divisional lines within the office. The department coordinates internal resources and third parties/vendors for the execution of projects with a current focus on the 2023 Reappraisal process.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Phone and email communications with community partners
- Assist with drafting and editing materials for print and website use
- Prepare and assist with focus groups
- Data entry into computer systems
- General organization
- 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, writing sample, and area of interest to [rehisey@franklincountyohio.gov](mailto:rehisey@franklincountyohio.gov) for consideration. If you have any questions, feel free to reach out to Rachel Hisey at the email address above or 614-525-7369.



**FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO**

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