



Job Title: Intern

Department: Geographic Information Systems (GIS)

Division: Operations

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Geographic Information Systems (GIS) Department. GIS is responsible for the maintenance and display of spatial data, and includes working with aerial photos, contours, hydrography, planimetrics, addresses, boundaries, and other types of data.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Data entry and cleanup into GIS databases
- General organization of digital and non-digital files
- Indexing and referencing scanned items for display
- Working with tabular and spatial data to create maps
- Assisting with the execution of various reports and projects
- 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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