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Job Title: Legal Intern

Department: Legal

Division: Administration

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Legal Department. The Legal Department handles legal and policy issues for the Auditor's Office and frequently responds to staff questions involving: the Board of Revision, Transfers and Conveyances, Licensing, Tax Incentives, Contracts, and Public Records.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Basic legal research
- Legal writing
- Contract drafting
- Data entry into databases
- General organization
- Taxpayer customer service
- File correspondence, documented materials, and/or other file information
- legislative and ordinance review and analysis
- 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
- Current Law School or Pre-Law students

Please submit a resume, writing sample, 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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