



Job Title: Intern

Department: Policy & Strategic Initiatives

Division: Administration

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Policy & Strategic Initiatives Department. Policy & Strategic Initiatives is responsible for developing and maintaining relationships with key constituencies, developing and executing strategic policy per the Auditor's vision, and collaborating with other agencies.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Data entry into computer systems and scanning into database
- Assisting with research and analysis
- Assembling file folders
- General organization
- Assist with the execution of various reports and projects
- 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

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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