



Job Title: Intern

Department: Board of Revision

Division: Real Estate

The Franklin County Auditor's Office is looking for excited and eager interns to work in our Real Estate Board of Revision Department. The Board of Revision is responsible for accepting formal complaints on property valuations and appraisals.

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:

- 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 area of interest to 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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