



Job Title: Intern

Department: Homestead

Division: Real Estate

The Franklin County Auditor's Office is looking for excited and eager interns to work in our Real Estate Homestead Department. Homestead is an exemption that reduced property tax for lower income senior citizens. The Homestead Department works with constituents to ensure they are receiving the proper exemptions.

Overall Responsibilities:

Responsibilities will include but are not limited to:

- Data entry into computer systems
- Assist with research
- General organization and filing
- Assist with incoming and outgoing mail activities
- Assist with maintenance of reports and execution of 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 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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