



Job Title: Intern

Department: Transfer and Conveyance

Division: Real Estate

The Franklin County Auditor's Office is looking for excited and eager interns to work in our Real Estate Transfer and Conveyance Department. The Transfer and Conveyance department receives all property transfers in franklin county. The department works with constituents, attorney offices, and title companies when transferring property.

Overall Responsibilities:

Responsibilities will include but are not limited to:

- Data entry into computer systems and scanning
- Assist with address entry updates
- Assist with data base updates and entries of mail received
- General organization and filing
- Assist with customer service
- Assist with preparing transfers for real property
- Assist with organizing transferred conveyances
- 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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