

# ASHTABULA COUNTY AUDITOR

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title: Seasonal Paid Intern</b>
<b>Class Number: Temporary Position</b>	<b>Class Title: Seasonal Employee</b>
<b>Dept./Div.: Administrative</b>	<b>Employment Status: Temporary Seasonal/Part-time</b>
<b>Reports to Business Manager</b>	<b>FLSA Status: Non-exempt</b>
<b>Normal Hours: 20hrs/wk M-F</b>	<b>EEO Status: 06 – Administrative Support</b>
<b>Civil Service Status: Unclassified</b>	

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## **CLASS DESCRIPTION:**

Under the general supervision of the Business Manager, assists and supports the Auditor's Office staff in the completion of various administrative tasks.

## **QUALIFICATIONS:** An example of acceptable qualifications:

Full-time post-secondary student working toward the completion of a college degree; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

## **LICENSURE OR CERTIFICATION REQUIREMENTS:** Valid State of Ohio Driver's License

## **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive:

Personal computer, applicable computer software, printer, copy machine, scanner, telephone, fax machine, typewriter, and other standard business office equipment.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; ascends and/or descends ladders and/or stairs; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor's physical demands strength ratings, this is considered sedentary work.

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

## **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

45% (1) Performs a variety of clerical tasks related to accounts payable activities including, but not limited to, filing invoices and vouchers and coding invoices, receipts, vouchers, or other accounting documents.

30% (2) Performs a variety of clerical tasks related to real estate including, but not limited to, filing, document preparation, data entry, or other real estate duties as assigned.

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15% (3) Performs routine administrative tasks (e.g. open, retrieve, and sort mail; etc.). Maintains required licensures, certification, and continuing education requirements, if any.

(4) Assists the Fiscal Manager with various administrative tasks.

(5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

10% (7) Performs other related duties as assigned.

(8) Attends staff meetings as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; workplace safety; office practices and procedures; English grammar and spelling; basic accounting; records management; real estate and manufactured home park taxation.

**Skill in:** Extremely organized and superb attention to detail; exceptionally strong writing skills, emphasis on quick, succinct, well-written, grammatically accurate products; willingness to take on new challenges, pursue self-development and self-directed learning; strong speaking skills; professional demeanor in communicating in person, email or over the phone; excellent interpersonal skills and demonstrated active listening skills; passion for service to the public; positive can-do attitude; professional work ethic and ability to manage information and confidentiality; a demonstrated ability to work independently, meet concurrent deadlines, organize time, and priorities; proficient of all Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint.

**Ability to:** Carry out instructions in written, oral, or picture form; deal with problems involving few variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; maintain records according to established procedures; respond to routine inquiries from the public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; perform the job safely.

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**POSITIONS DIRECTLY SUPERVISED:** None

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)