



MORROW COUNTY JOB DESCRIPTION

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
Position Title: Office Assistant Internship
Department: Varied
Supervisor: Human Resources

Position Summary: The purpose of this internship is to introduce the student to the meaningful work found in the Public Sector. The program provides an opportunity for students to explore future career possibilities as well as gain real-world work experience. This internship will also allow the student to build a network with Government Officials and other community partners. Interns in this position will assist primarily with the clerical operations in the County although other projects may be assigned depending on the needs of various departments.

Supervisory Responsibilities: None

Qualifications:

- Education: Must be a Morrow County High School student at the Junior or Senior level.
- Must be at least 16 years of age at the time of the employment.
- Must be willing and able to perform the job duties.

Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Some experience with Microsoft Office, including Microsoft Excel, Outlook, Word, and other software applications as required.
- Must be able to multitask and demonstrate strong organization skills.
- Must be have strong work ethic and teamwork skills.
- Must demonstrate reliability, responsibility, and dependability.

Job Duties/Responsibilities:

- Perform various office/clerical functions including; answering phones, retrieving and delivering files and records; typing and scanning documents; receiving, sorting and distributing mail and office supplies.
- Maintains records and documents as directed.
- Compile and organize data for use in operations or reporting.
- Perform data entry into computer.
- Responds to customers, answers questions, and provides information in-person, by telephone, or through written correspondence.
- Schedules meetings, assembles meeting packets, and assists in minute taking.
- Perform specific tasks under the guidance of staff to support program activities.
- May be tasked with occasional field work such as trail maintenance, road maintenance, and assisting in the evaluation of property value.
- Performs related duties as assigned to meet business needs.

Essential Job Functions:

Working Environment: Work is performed primarily in County offices and may include travel to other county facilities.

Physical:

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Ability to stand for extended periods of time while scanning, sorting, and filing documents.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 30 pounds frequently.

Mental:

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

ADA Statement:

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Agreed

Date