



MORROW COUNTY JOB DESCRIPTION

Date Prepared: 2026-2027 School Year (Semester 1 and/or Semester 2)
Position Title: Planning Department Internship
Department: Planning
Supervisor: Planning Director

Position Summary: The purpose of this internship is to introduce the student to the meaningful work found in Land Use Planning. 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 although other projects may be assigned depending on the projects underway and interest and skills of intern. Examples of special projects include assisting Planning staff during public meetings, assisting with community outreach, designing brochures, providing input on meeting materials.

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 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 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.
- 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 or reconnaissance work or installing signs.
- 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.

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Signed and Reviewed

Date

Application Process:

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
 - Resume
 - Cover Letter
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