



Morrow County Job Description

Position Title: Morrow County Government Internship

Department: Morrow County Treasurer

Supervisor: Treasurer

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 demonstrate strong organizational 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.
- Maintains records and documents as directed.
- Compile and organize data for use in operations or reporting.
- Perform data entry into computer.
- Perform specific tasks under the guidance of Treasurer or other staff.
- Perform related duties as assigned.

Essential Job Functions:**Working Environment:**

- Work is performed primarily in the County Offices in Heppner and may include travel between the Courthouse and the Bartholomew Building.

Physical:

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard or reading documents.

Recommended but not required physical abilities:

- Occasional lifting of heavy files and placing on upper shelves, walking, bending, and stooping
- Ability to stand for extended periods of time while scanning, sorting, and filing documents.

Mental:

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

Application Process

Application portal opens March 1, 2024 and application materials are required no later than April 5, 2024

- IMESD Application
- Resume
- Cover Letter

ADA Statement:

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

X _____
Signed and Reviewed Date