

Intern will work with various staff to review the current Code of Ordinances of Marion County, specifically focusing on (but not limited to) the Zoning section of the Code. Marion County's Book of the Code of Ordinances has not been updated with recently approved legislation and is also in need of an analysis and review. The successful intern will review the Code with specific staff members in order to bring the Code up to date with Federal and State law and make recommendations for adding or deleting sections of the code for better efficiency and transparency of County government. The intern will also attend and possibly speak during town hall meetings with public participation during the review process (social distancing guidelines will be followed). Candidates do not need any experience with government systems but must be able to research and synthesize information very well.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of navigating modern office principles and practices
- Knowledge of computers and job-related software programs.
- Skill in research and analysis
- Skill in the preparation of clear and precise reports.
- Skill on oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The County Manager or Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and procedures, County codes and ordinances, and related federal, state, and local laws. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The purpose of this position is to provide research and analysis to the County. Successful performance helps ensure the efficiency and effectiveness of all County government operations.

CONTACTS

- Contacts are typically with coworkers, County department heads and employees, judges, law enforcement officers, and members of the general public.
- Contacts are typically to acquire knowledge or to give or exchange information.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically performed while sitting at a desk or table or while intermittently walking, standing, bending, crouching, or stooping. Employee occasionally lifts light objects and climbs ladders.
- Work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has no supervision responsibility.

MINIMUM QUALIFICATIONS

- Must be an actively enrolled college student and be interested in serving within Local Government upon graduation.
- Experience sufficient to thoroughly understand and complete the work required and resolve problems, usually associates with one to three years of college experience.