



## **Warren County Records Center & Archives / Microfilm Department**

406 Justice Drive • Lebanon, Ohio 45036 • Phone: (513) 695-1815 • Fax: (513) 695-2415 • [archives@co.warren.oh.us](mailto:archives@co.warren.oh.us)

### OFFICE OF MANAGEMENT AND BUDGET

#### ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ARCHIVES INTERN  
DEPARTMENT: RECORDS CENTER AND ARCHIVES/IMAGING  
RATE: \$15.50 HOURLY  
SCHEDULED HOURS: 24 HOURS PER WEEK FOR 12-16 WEEKS  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN 10 (TEN) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 18<sup>th</sup>, 2024.

PLEASE EMAIL RESUME AND COVER LETTER TO: [TORI.OTTEN@CO.WARREN.OH.US](mailto:TORI.OTTEN@CO.WARREN.OH.US) AND CONTACT TORI OTTEN AT 513-695-1815 WITH QUESTIONS.

APPLICANTS CAN ALSO SUBMIT RESUME AND COVER LETTER TO:

**WARREN COUNTY RECORDS CENTER & ARCHIVES  
ATTN: ASSISTANT ARCHIVIST  
406 JUSTICE DRIVE, ROOM 052  
LEBANON, OH 45036**

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. FRIDAY March 29<sup>th</sup>, 2024.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# WARREN COUNTY RECORDS CENTER & ARCHIVES/MICROFILM DEPARTMENT

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## POSITION DESCRIPTION

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Position Title: Records Center & Archives Intern

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Department: Records Center & Archives

FLSA Status:

Non-Exempt

Reports To: Assistant Archivist

Civil Service Status:

Classified

Pay Rate: \$15.50

Employment Status:

24 hours a week

Duration: 12 – 16 weeks

Lunch:

Unpaid

Work Hours: Varied

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### JOB RESPONSIBILITIES:

Under the direction of the Assistant Archivist, the successful candidate will be trained in the daily operations of a public records repository. The Records Center & Archives intern will have an important role in a wide variety of projects to include, but not limited to, the following:

1. Work with departmental staff and outside organizations to coordinate the development of future exhibits with the Record Center and Archives.
2. Provide access to agency records and archival collections and assist with the processing and digitization of estate records and help the department with the overall inventory of the records storage area.
3. Work to scan departmental collections on multiple types of scanning equipment including wide format, book, and flatbed scanners.
4. Assist with departmental staff in continued implementation of our oral history and educational outreach programs and assist with social media.

### QUALIFICATIONS:

Currently enrolled or recently completed a bachelor's or master's degree program from an accredited college or university with course work in history, public history, library science, public administration, or a related field.

### LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Archival standards for the handling of historical materials; legal descriptions; government structure and process; public relations; social media tools and resources. Operation of office equipment (e.g., computer, scanner, printer, copier, fax.)

Ability to:

Understand a system of procedures; interpret a variety of detailed instructions in written, oral, picture, or schedule form; arrange items in numerical, alphabetical, and subject order; deal with a variety of variables in a somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; maintain confidentiality of information; communicate effectively in oral and written form; copy material accurately; correct grammatical and spelling errors; develop and maintain effective working relationships with associates, supervisors, and general public; maintain complete and accurate records; operate computer, barcode reader; calculate numbers; gather, collate and analyze data; prepare meaningful, concise and accurate reports.

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My signature below signifies that I have reviewed the contents of this position description and that I am aware of the requirements of this position.

(Employee's Signature)

(Date)

Date Adopted: November 2014

Date Revised: March 2024