



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

| | | |
|---|--------------------------|-------------------------|
| Employee Name: | | |
| Agency: Indiana Department of Local Government Finance | | BU: 00215 |
| Division: Legal | Section/District: | |
| Job Title: Governor's Public Service Summer Intern - Legal Division | | Job Code: |
| Working Title (if different from above): Legal Intern | | |
| Reports To: Staff Attorney | | |
| FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt | | Effective Date : |

Purpose of Position/Summary:

The Governor's Public Service Summer Internship is structured to provide college students with real-world work experience in a professional environment within their chosen degree program to enhance marketability upon graduation. This intern within the Indiana Department of Local Government Finance will be assigned projects and duties within the Legal Division.

Essential Duties/Responsibilities:

- 1) reviewing state forms and other publications to identify updates needed in light of assessment date changes
- 2) reviewing and briefing select Indiana Board of Tax Review (IBTR) / tax court decisions
- 3) public records management (sorting, weeding, destroying records as appropriate)
- 4) miscellaneous research assignments as needed

Job Requirements:

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The ideal candidate for this internship will be a student majoring in law, pre-law or related field of study. The successful candidate should possess a strong attention to detail and writing skills, be comfortable with technical types of reading/writing assignments and the ability to lift boxes of various weights.

Candidate's must list their education in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

Personal Work Relationships:

Physical Effort:

Working Conditions:

Office environment



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| | | |
|---|--------------------------|-------------------------|
| Employee Name: | | |
| Agency: Indiana Department of Local Government Finance | | BU: 00215 |
| Division: Data Analysis | Section/District: | |
| Job Title: Governor's Public Service Summer Intern - Data Analysis | | Job Code: 2WST |
| Working Title (if different from above): Data Analysis Intern | | |
| Reports To: Assistant Director of Data Analysis | | |
| FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt | | Effective Date : |

Purpose of Position/Summary:

The Governor's Public Service Summer Internship is structured to provide college students with real-world work experience in a professional environment within their chosen degree program to enhance marketability upon graduation. The Data Analysis intern within the Indiana Department of Local Government Finance will be assigned projects and duties similar to that of an entry-level programmer.

Essential Duties/Responsibilities:

- o Creating a strategic way to organize the Department's contact information for local officials and staff. This project will include a focus on membership management and UX/end-user experiences.
- o Expanding the Data Analysis Division's use of SharePoint.
- o Testing applications before they are rolled out to end users.
- o Other development projects as need arises.

Job Requirements:

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The ideal candidate for this internship will be a student majoring in Computer Science or a student with a background in technology and a strong interest in programming and/or database technologies.

Candidate's must list their education in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

Personal Work Relationships:

Physical Effort:

Working Conditions:

Office environment