



Clinton County Records & Archives

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Records Management and Archives Intern

Overview

The Clinton County Records and Archives was established in 1996 as a centralized location to organize, maintain, and preserve records of the county. Some of the department's historical records date back to the early to mid 1800's, including birth and death records, wills, marriages, deeds, and tax records. There is also material on Clinton County, Ohio soldiers who served in the Civil War. In addition to historical records, the department manages retention schedules for all county offices.

Position Description

The intern will work the number of hours necessary to obtain course credit from their institution. These hours are flexible, but must be worked during office hours of 8am – 4pm, Monday through Friday. The intern will assist the Records Manager and the Scanning Technician in a specific project, depending on their interests and the current needs of the department. Projects may include:

- Working with the ATIZ scanner and accompanying software to create high quality digital images of historical material.
- Assisting the Records Manager in updating or creating new retention schedules, following Ohio Historical Society procedures.
- Creating indexes for probate packet information.
- Assisting with reference requests and projects for genealogists and researchers.
- Conducting an inventory and appraisal of material currently in the department.

Qualifications

Candidate must possess good organizational and analytical skills and have a good attention to detail. Some familiarity with digital imaging and data management is helpful but not required. Applicants should be interested in history, information management, archives, or related fields.

To Apply

Please send a current resume to the Records Manager, Kayla Harris, at clintoncountyrecords@gmail.com by Friday, August 30th. Please include in your message whether you will be seeking course credit for the internship.