



Clinton County Records & Archives

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Records Management and Archives Intern

Overview of Clinton County Records and Archives

The Clinton County Records and Archives was established in 1996 as a physical location to store, maintain, and protect semi-active and inactive records of county agencies, as well as permanent records of historical value. Located at 111 S. Nelson Avenue, Suite 3, the Clinton County Records and Archives holds approximately 3500 cubic feet. Some of the frequently accessed historical records are birth and death records from 1867-1908, wills from 1810-1979, and marriages from 1852-1928. Other historical records include deeds, naturalization records, and Civil War enlistment papers.

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 one or more specific projects, 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 Connection 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 analytic skills and have a strong 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, September 12, 2014.