

Jefferson County, West Virginia Job Description

Position Title:	Digitization Intern	Grade Level:	N/A
Department	Engineering, Planning, and Zoning	Date:	Jan 28, 2026
Reports to:	Director of Engineering, Planning, and Zoning	FLSA Status	N/A

Statement of Duties: The Digitization Intern’s primary task is to digitize, organize, and manage land development records. This will principally be a data entry role to record physical documents into a digital format by scanning various records and organizing them appropriately with an emphasis on quality control. Records include large format plats, site plans, staff reports, minutes, and other related land development documents.

The intern will work with both physical and digital records to ensure accurate conversion into an electronic format that meets departmental record keeping needs. Additional responsibilities may include data entry, organization, and coordination with staff to ensure high quality of work and accessibility. This position reports directly to the Chief County Planner or designated staff member for direction and oversight.

Work Environment: Work is performed in an office environment.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Primary function is to digitize land development records at high quality.
2. Organize digitized documentation following Departmental record keeping policies.
3. Remove and purge hard copies after digitizing documents following Departmental policies
4. Assist staff in reviewing documents and identifying errors in past record keeping.
5. Collaborate with GIS office in accurately noting records for use in mapping projects.

Recommended Minimum Qualifications:

Education and Experience: Internship ideally suited for individual with high attention to detail and experience in record organization.

Knowledge, Abilities and Skills

Knowledge and Skills: Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, and Outlook. Strong organizational and record keeping skills, as well as time management skills are required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, and sorting of papers.

Visual Skills: Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.