



## GRANTS PROCESSING ASSISTANT

---

Classified  Unclassified

New  Revised

### DEFINITION

A responsible, confidential, and professional entry-level position responsible for assisting with the processing of special grant award applications and payments. Work includes performing daily office operations, as instructed and under the direction of the Unit head or his/her designee. The position provides additional support and assistance with special projects within the Agency.

The employee performs a variety of routine daily administrative tasks and procedural work; he/she is required to perform reviews, and processes documents to ensure payment of approved awards are made in an accurate, timely, valid, and appropriate manner in accordance with established local and federal laws, guidelines, policies, and procedures.

Work is performed in accordance with established policies and good judgment is required in the application and execution of tasks. The term of this position is conditional to the grant award period.

Supervision is received from the Agency Head, Unit Head or his/her designee.

### DUTIES (NOT ALL INCLUSIVE)

Performs requisite administrative functions as assigned, to include but not limited to, preparing memorandums and correspondences, transmittal of emails on behalf of the Unit, assist with maintaining records, filing, coordinating meetings, and other clerical duties.

Provides assistance with the review of grant award applications, relative to special federal program funds received, to include, American Rescue Plan Act (ARPA), CARES Act, Coronavirus Premium Pay.

Performs payment entries for approved applicable federal program application into Enterprise Resource Planning (ERP) System

Prepares and maintain payment entry logs, data entry tasks and generates applicable reports

Monitors website for invoice payment requests to be distributed/paid and provide to applicable grantee agencies for verification

Provides assistance with handling of inquiries received into the unit.

Performs data input Responsible for performing data input tasks.

Provides support with the completion of special projects as assigned.

Monitors unit process to ensure requirements are met as outlined by local law.

Ensures proper unit records are maintained.

Provide supplemental support to other Units within the Agency as necessary or assigned.

Performs other related duties as required.

### **FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of a high-level of professionalism and confidentiality.

Knowledge of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook and PowerPoint

Knowledge and considerable experience with exceptionally efficient and effective oral and written communication skills.

Ability to serve the public and others in a courteous and professional manner.

Ability to exercise efficient time management.

Ability to coordinate and handle multiple tasks, meeting established deadlines.

Skilled with customer service and interpersonal communication.

Ability to analyze and evaluate data.

Ability to create spreadsheets, charts, graphs, and presentations.

Ability to read, write, and comprehend.

Ability to establish and maintain effective working relationship with all persons contacted during the course of work.

Ability to maintain a high-level of confidentiality

Ability to work with minimal supervision.

### **FACTOR 2 – SUPERVISORY CONTROLS**

Work is performed independently according to instruction and prescribed procedures. The supervisor outlines tasks to be completed. Completed work is reviewed for content and accuracy and for conformity with established rules and regulations.

**FACTOR 3 – GUIDELINES**

Guidelines consists of rules, regulations, procedures and manuals that are specific to the duties performed. The employee is expected to exercise initiative and set priorities to complete a task.

**FACTOR 4 – COMPLEXITY**

The employee in this position performs a variety of general clerical and administrative tasks. Work requires the employee to function independently on various occasions in the light of recurring nature of most assignments.

**FACTOR 5 – SCOPE AND EFFECT**

This position provides support to the assigned Unit. Assistance is also provided to the Agency as instructed by the Agency Head, Unit Head, or his/her designee. The incumbent will be privy to confidential information in daily operations.

**FACTOR 6 – PERSONAL CONTACTS**

Communicates with applicable stakeholders, community, agency heads, employees of own agency as well as various departments, via telephone, memos, and meetings, or direct contact.

**FACTOR 7 – PURPOSE OF CONTACTS**

To obtain and exchange information and to discuss issues that is pertinent to the Agency.

**FACTOR 8 – PHYSICAL DEMANDS**

Work is mostly sedentary but requires some lifting, bending.

**FACTOR 9 – WORK ENVIRONMENT**

Work is performed in an office setting.


**MINIMUM QUALIFICATIONS**

Bachelor's Degree or Advanced Certification from an accredited institution, preferably in business administration, accounting or related administrative or a similar related field; and a minimum of one (1) year of administrative work experience, or an equivalent combination of education and experience;

**OR**

Associates Degree or Certificate from an accredited institution in related fiscal, administrative or technical field; and a minimum of two (2) years of related administrative work experience or an equivalent combination of education and experience.

Date: 4/21/2022

Approved by:   
Director, Division of Personnel