



Commissioners Court files and related office files; research, compiles and analyzes data for special projects as required.

- Works as part of a team and maintains a cooperative, helpful attitude towards fellow County employees, supervisors and the general public.
- Maintains confidentiality and security of all Grants Administration Department information and systems.

### **OTHER FUNCTIONS**

Performs other job-related duties as directed by the Grants Administrator. **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Knowledge of**

- General principles and practices of administrative and financial management.
- Knowledge of County operations and transaction practices and procedures.
- Personal computer skills and software, including Microsoft Office software systems and Incode.
- Principles and practices of planning and record keeping.
- Professional Customer Service skills.
- Proper English usage, spelling, grammar and punctuation.
- Standard office policies, procedures and equipment operation.
- Knowledge of grant program rules, regulations and guidelines.

#### **Ability to**

- Read, analyze, and interpret grant and financial data within a variety of reports and correspondence.
- Prepare clear and concise administrative and financial reports.
- Perform multiple tasks simultaneously in a timely manner.
- Record and disseminate accurate information from telephone conversations and personal contact.
- Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills.
- Ability to flourish in a fast-paced environment and willing to adapt to change.
- Interpret and apply federal, state and local policies, laws and regulations.
- Interpret, explain and enforce grant policies and procedures.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and follow verbal and written instructions.
- Complete routine business correspondence.
- Effectively speak to small audiences to convey information.
- Conduct business with the public in a professional, courteous manner.
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the job.

- Operate equipment required to perform essential job functions.
- Work independently in the absence of supervision.
- Maintain confidentiality of information encountered in work activities at all times.

### **PHYSICAL DEMANDS**

Physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

#### **Maintain effective audio-visual discrimination and perception needed for**

- Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

#### **Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include**

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

#### **Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include**

- Handling stressful situations; Interpreting federal laws and regulations; Effective interaction and communication with others; Prepare clear and concise reports; Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION & LICENSING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience**

- One (1) to three (3) years' experience as an Administrative Assistant.
- One (1) to three (3) years' experience in grant management.
- One (1) to three (3) years' experience in governmental accounting and/or financial management.
- Or an equivalent combination of education, training and experience.

#### **Education**

- High School Diploma or its equivalent.

#### **Licensing**

- Possession of a valid Texas Driver's License.

### **SELECTION GUIDELINES**

Formal application; rating of education and experience; oral interview; reference and other background checks.