



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Grant Assistant**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 11/09/16
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position has responsibility to implement the goals and objectives of the Cayuga County Mental Health (SAMHSA System of Care) Grant Project to comply with legal reporting requirements to carry out the terms of the grant programs, including computerized database entry and record keeping, as well as subsequent statistical/data analysis. Does related tasks as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides clerical support to the SAMHSA System of Care Grant Project;
Maintains documentation of financial expenditures related to the project;
Assists in the project record keeping by preparing reports as required;
Uses a computer to enter and retrieve data;
Uses Microsoft programs such as Word, Excel, and Publisher;
Prepares vouchers, memoranda, invoices, letters, brochures, and forms;
May assist with website design;
Assists in the design and development of promotional materials;
Participates in the typing, processing, sorting, recording, and filing of a variety of records and reports;
Collects and compiles statistics and other related information;
Performs related work necessary for the efficient operation of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of understanding and following oral and written instructions;
Good knowledge of English and basic accounting procedures;
Good skills in organization, typing and maintaining filing systems;
Ability to handle routine administrative details independently including the composition of letters and memoranda;
Ability to use an alpha-numeric keyboard and utilize various types of software;
Initiative, tact and courtesy;
Resourcefulness;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND:**

- A)** Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant Associates Degree in Business Management, Secretarial Science, Business Administration, or related field **OR**
- B)** Four (4) years of clerical experience which shall have involved typing and use of Microsoft Word and Excel.
- C)** An equivalent combination of education and experience as outlined by the limits of (A) and (B) above.