



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

JOB SPECIFICATION

Civil Service Title: **Grant Program Coordinator**
Jurisdictional Class: Competitive
Civil Division: District Attorney's Office
Adoption: CSM 11/12/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

Under the supervision of the District Attorney, has responsibility to implement the goals and objectives of the Cayuga County Crimes Against Revenue Program (CARP) Grant and Member Item Grant 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)

Enters, maintains, and updates necessary information in Prosecutors (PCMS) database;
Reviews felony and misdemeanor charging documents and supporting documentation of Fraud related and Heroin cases;
Assembles trial exhibits, affidavits, legal documents, etc., for the use of attorneys in the preparation and trial of cases and collects any additional information as needed;
Prepares correspondence, documents, records, and other written materials;
Composes and prepares correspondence for the District Attorney and Assistant District Attorneys;
Enters, maintains, and compiles database in order to prepare reports to the NYS Division of Criminal Justice Services for services provided under the CARP and Legislative Member Item Heroin grants;
Compiles relevant statistics on program goals and objectives and assists the District Attorney in writing the grant application/reports to continue the program for the succeeding fiscal year;
Sets up and maintains confidential Fraud related and Heroin files, correspondence, documents, trial files, grand jury presentations, court appearances, and other confidential records;
Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;
Answers telephone and provides information orally or in writing in response to inquiries;
Performs related copying, filing, and data entry work as may be required.

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;
Thorough knowledge of English and accounting procedures;
Good knowledge of the NYS court system and proceedings;
Good knowledge of law enforcement agencies and community services;
Good skills in organization, typing and maintaining filing systems;
Ability to exercise good judgment in evaluating situations, establishing priorities and making decisions;
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;
Confidentiality and honesty.

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 Secretarial Science or comparable higher education degree **AND** two (2) years of experience in a legal office or similar occupation involving the courts and/or the criminal justice systems; **OR**
- B) Four (4) years of experience in a legal office or similar occupation involving the courts and/or the criminal justice systems; **OR**
- C) An equivalent combination of education and experience as outlined by the limits of (A) and (B) above.