

**SUSQUEHANNA COUNTY
POSITION DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT / GRANT
COORDINATOR
DEPARTMENT: OFFICE OF THE DISTRICT ATTORNEY
LOCATION: DISTRICT ATTORNEY OFFICES
REPORTS TO: DISTRICT ATTORNEY OFFICE MANAGER
SUPERVISES: NONE
POSITION STATUS: NON-UNION
SALARY: \$17.97/HOUR

GENERAL: The Administrative Assistant / Grant Administrator, under the administrative and operational direction of the Susquehanna County District Attorney, through the Office Manager, is responsible for all the day to day paper work and files of the criminal, juvenile and appellate, and miscellaneous divisions of the District Attorney's Office. This position requires the ability to complete all normal clerical duties associated with the orderly functioning of the Office of District Attorney.

Minimum Requirements:

Applicant must possess appropriate management skills and decision making.

Applicant must possess suitable communication skills.

Applicant must be detail and team concept oriented.

Required Knowledge, Skills and Abilities:

Knowledge of standard office practices and procedures.

Must be able to type proficiently.

General knowledge of how to navigate Excel, Outlook, PowerPoint, etc.

Knowledge of English grammar, punctuation and spelling.

Being conversant in Spanish is not required but preferred.

Ability to proofread information for conformance with form to insure the adherence to clerical procedural rules.

Ability to communicate effectively with law enforcement, legal professionals and the public.

Ability to follow written and oral instructions.

Principal Duties and Responsibilities:

Assist with obtaining discovery from law enforcement and providing it to defense attorneys in a timely manner. This may occasionally require testifying in Court.

Communicate with Law Enforcement Officers concerning Court appearances, case status and discovery issues.

Assist callers/visitors by explaining requirements/procedures and assisting with any questions.

Fax and scan various documents as needed, required or directed.

Maintain office filing as needed, required or directed.

Assist in preparing subpoenas, plea agreements and Informations.

Participate in events sponsored by the District Attorney for community and educational outreach as well as assist in designing brochures, handouts and PowerPoint presentations needed for these events.

Apply for grants as well as maintain and prepare reports for any grants awarded to the District Attorney's Office.

Track expenses and revenue for the Susquehanna County Drug Task Force and prepare and submit quarterly reports.

Track ARD expenses and revenue.

Assist the Victim Witness Coordinator as requested and/or needed.

Assist the County Detectives, as needed, with administrative duties, including filing, typing, bookkeeping, maintaining files, etc.

Any other duties as assigned by the District Attorney or the Office Manager.

Grant Administration Duties:

**This responsibility requires extensive research and writing as many of these grants are competitive in nature. After a grant is secured, special attention and care must be given to the requirements of each individual grant. Some of the requirements include but are not limited to the following:

- Composing, reviewing and maintaining grants for District Attorney's Office as needed.
- Documenting labor, expenses, and equipment purchases.
- Complying with procurement requirements.
- Creating quarterly and annual reports.
- Auditing all expenditures.
- Verifying all receipts attributed to expenses.
- Reapplying for additional funding.

Special Requirements:

The applicant must pass a County background check with no record of criminal convictions.

Part of the position function involves the handling of CONFIDENTIAL DATA, disclosure of which is protected by law, therefore the grant writer must exercise discretion in keeping said matters confidential.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature Employee

Date: _____

Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer