CLASS SPECIFICATION
Grant Assistant I, Economic & Resource Development

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under supervision, performs a wide variety of routine clerical support functions in Economic and Resource Development, including typing, data entry, filing and receptionist duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Grant Assistant I is responsible for performing routine office clerical duties, requiring basic knowledge of departmental procedures and practices. Work assigned to Grant Assistant I requires basic knowledge of the functions applicable to an area of assignment and the ability to solve routine problems.

Grant Assistant I is distinguished from Grant Assistant II in that incumbents in the latter class perform more difficult clerical and office support functions, requiring greater familiarity with grant functions, policies and procedures and the use of judgment and knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Perform a wide range of clerical tasks in support of grant functions, including preparation of files, mailing lists, forms and correspondence.

2. Assist with training and special events, pre-registration, on-site registration; provide operations logistics for set-up and delivery of training and special events; assist with coordination of client appointments, rescheduling and cancellations.

3. Answers, screens and refers telephone calls; respond to public inquiries regarding the grant; initiates and/or responds to routine requests for information from a variety of internal and external sources.

4. Assists in the maintenance of program participants, files and records; sorts, duplicates and files records and documents in office files; pulls files upon request; prepares and updates grant records and files; retrieves, duplicates and distributes copies of records, documents and materials.

5. Operates a computer and performs data entry and light typing responsibilities to prepare a variety of standard materials and documents; updates computer records and databases; types and generates flyers, agendas, notices, labels, logs, basic correspondence and other documents; completes and processes standard forms related to areas of responsibility; assists with reports for internal and external audiences.
OTHER DUTIES
1. May provide back-up for other department staff as needed.

QUALIFICATIONS

Knowledge of:
1. Office administration practices and procedures.
2. Telephone techniques and etiquette.
3. Correct English usage, including spelling, grammar and punctuation.
4. Policies and procedures of assigned programs
5. Computer operation and software such as Word and Excel
6. Record keeping and filing practices and procedures.

Ability to:
1. Operate a computer and other standard office equipment.
2. Organize and maintain files accurately and efficiently.
3. Perform clerical duties such as filing, duplicating, typing and maintaining routing records.
4. Type accurately at a net speed of 40 wpm.
5. Communicate effectively both orally and in writing with diverse populations.
6. Understand and follow written and oral instructions.
7. Work cooperatively with others.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and at least one year of office administrative or secretarial experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
None.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and
other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve routine office problems; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with District management, administrators, staff, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.