BRIEF JOB DESCRIPTION: Responsibilities include managing multiple grant awards simultaneously, management and proper close-out activities, creating and maintaining grant files, verifying files are complete and providing support for close-out activities. Timely completion of financial, program, and compliance results, ensuring continuous financial and programmatic compliance with grant objectives and goals, as well as creating and adjusting financial budgets based on contract requirements. This position will serve as a liaison between office and grant agencies, develop/enhance tracking and reporting processes and procedures, track fiscal/budget plan, grant personnel report, monitor funding levels to ensure funds are disbursed and reimbursed in accordance to the grant agreement, work with internal departments to ensure adequate funding, and perform grants fiscal analysis tasks. This candidate should have a deep knowledge of grant guidelines or possess the ability to be trained quickly. Analysis of grant proposals and awards as well as coordination and/or submission of grant solicitations, creating and maintaining inventory of assets procured with grant funds are also part of the job. Administrative duties will include data entry, records management and other fiscal tasks. Additional duties may include various tasks that would assist prosecutors in case preparation and other office tasks/duties as assigned.

MINIMUM QUALIFICATIONS: High School diploma or GED and three years experience in the area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Should possess good organizational skills. Great people skills a plus. Typing at 45 words per minute. Knowledge of basic office procedures and equipment. Knowledge of Microsoft PC applications.