

# NOTICE OF JOB OPENING

<b>Posting Begins</b>	May 19, 2022	<b>Posting Ends</b>	July 13, 2022
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<b>Position Title</b>	<b>ADMINISTRATIVE SUPPORT SPECIALIST (GRANT SPECIALIST)</b>
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<b>Department</b>	District Attorney's Office	<b>Division</b>	Justice Complex
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	710 North 7 <sup>th</sup> Street – West Building
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**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.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$16.17-\$20.58/hr.	<b>PI #</b>	6268	<b>Class. Code</b>	0102
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**EXT 06/29/2022**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**