

Oklahoma District Attorneys Council

Position Description

Job Title: **Grant Programs Assistant**
Division: Federal Grants
Salary Range: \$32,000 -\$38,000
FLSA Status: Non-exempt
Supervisor: Federal Grants Division Director

Resumes Accepted Until Position Filled

Submit Resume and Cover Letter to:

District Attorneys Council
421 NW 13th Street, Suite 290
Oklahoma City, OK 73103
FAX: 405/264-5099
Careers@dac.state.ok.us

POSITION DESCRIPTION:

This position is responsible for providing administrative support to the staff in the Federal Grants Division, including grant assistance and support to the Grant Programs Specialists in administering the federal grant programs, financial support to the Financial Manager, and acts as the primary contact on three (3) grant programs: Residential Substance Abuse Treatment program (RSAT); Prison Rape Elimination Act (PREA); and Sex Offender Registration and Notification Act (SORNA).

QUALIFICATIONS:

- Knowledge of the procedures and techniques of business communications; of spelling, punctuation, business English, and modern office methods and computer operations and of business arithmetic and public relations.
- Excellent communications skills, both oral and in writing.
- Good organizational skills with the ability to plan, coordinate, and evaluate activities in multiple areas.
- The ability to establish and maintain effective working relationships.
- Proficiency in Word, Outlook, and Excel computer programs required. Knowledge in Access and OKGrants is helpful.
- A minimum of three years administrative office experience or an equivalent combination of education and experience.
- General knowledge of federal and state regulations relating to the administration of grant programs is preferred.
- A valid Oklahoma driver's license is required.
- The ability to travel throughout the State of Oklahoma with occasional overnight stays.

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Answer all incoming calls.
2. Provide assistance to callers whenever possible and/or refer to other Division staff when necessary.
3. Sort, open and distribute all division mail.
4. Prepare outgoing mail to meet time deadlines for delivery.
5. Establish and maintain accurate federal grant files on each grant program for each grant year.
6. Create forms for use by all Division staff with subgrantees.
7. Compose and prepare correspondence, reports, and other documents as requested.
8. Assess the need for supplies, products and services and process requisitions.
9. Attend Board meetings and serve as the secretary recording attendance and votes and prepares minutes of the meetings.
10. Assist in preparing for board meetings, including room reservations and creating Board packets.
11. Notify Secretary of State regarding board meetings to ensure compliance with the Open Meetings Act.
12. Use various computer programs to compile data, create forms, and prepare documents.
13. Conduct on-site monitoring visits as required for the assigned grants.
14. Complete post-monitoring reports for each site visit conducted.
15. Document general programmatic and financial findings regarding the site visit including any recommendations for corrective action.
16. Assist in the testing of the subgrantee processes and procedures in OKGrants.
17. Review and provide input on grant documents including: subgrantee applications, federal applications, progress reports and financial forms for each of the assigned grants.
18. Log monthly checks into the computer and mail to subgrantees.
19. Assist in the maintenance of the Grants Project Costing Module.
20. Maintain up-to-date knowledge of federal and state guidelines, forms and reporting requirements for each assigned grant program.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.