

## **Grants and Programs Administrative Assistant (PT)**

**JOB CODE:** 6031  
**DEPARTMENT:** Assigned Counsel Office/Treasurer  
**CLASSIFICATION:** Competitive  
**SALARY:** M/C  
**ADOPTED:** Reso. 167-25; Tioga County Personnel

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility of assisting the Assigned Counsel Administrator with the fiscal and administrative operations within the Assigned Counsel Office. Duties include, but are not limited to, grants administration, program planning, budgeting, fiscal management and statistical recordkeeping and reporting. The incumbent will work under the supervision of the Assigned Counsel Administrator (ACA). Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Assists the Assigned Counsel Administrator with the formulation of policies and procedures for the administration of various agency grant programs;
- Oversee the process for requisitions throughout the various agency grant programs and maintain inventory records;
- Audits discrepancies before submitting claims for the Assigned Counsel Office, and if needed related county departments;
- Develops and provides fiscal reports for budgets, grant-related budgets, state grants, and expenses for review by the Assigned Counsel Administrator;
- Conducts internal administrative and fiscal studies to analyze department expenditures for review;
- Maintains communications with other departments and public agencies to assist in solving problems throughout the grant process
- Maintains a wide variety of financial records and reports;
- Compiles required documentation for submission of claims;
- Prepares and processes billing for a department or for specific programs;
- Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
- Revises and develops improved work procedures and methods for review;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Reviews the checking of complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper coding;
- May perform complex payroll transactions or may prepare payroll for entire department and compile all related reports;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- Conducts correspondence in connection with financial matters;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of current principles and practices of business administration, accounting, and budgeting activities; good knowledge of databases and spreadsheets; ability to understand and carry out complex written and verbal instructions; ability to make arithmetic computations involving fractions, decimals and percentages accurately; ability to analyze and organize complex data and prepare records and reports; ability to develop effective working relationships and deal diplomatically with the public and other work contacts; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- a. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of full-time experience (or its part-time equivalent) involving the fiscal and administration of grant activities; **OR**

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- b.** Four (4) years of full-time experience (or its part-time equivalent) involving the fiscal and administration of grant activities; **OR**
- c.** An equivalent combination of training and experience as defined by the limits of (a) and (b) above.