Grant Senior Secretary

Job Code 00007219

**General Description**
Responsible for providing advanced secretarial and administrative support for a grant program or grant activity.

**Examples of Duties**
- Initiate work assignments as appropriate.
- Monitor due dates of all assignments and projects.
- Hire, train, and supervise student employees in general office procedures.
- Prepare a wide variety of documents, including grant proposals.
- Explain work assignments to office staff and student workers.
- Maintain calendar for supervisor.
- Monitor transactions of operating budget.
- Reconcile the account with monthly appropriate ledgers.
- Prepare and submit budget reports.
- Evaluate cost effectiveness of spending decisions.
- Assist in preparing various activities and events.
- Tabulate travel advances, applications and vouchers.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities**

**Knowledge of:** intermediate math; office procedures and standards for purchasing, travel, accounting, correspondence; principles and procedures of record management and reporting; word processing, database, and spreadsheets.

**Skill in:** interacting courteously with others; telephone etiquette; typing; effectively directing the work of others; prioritizing workload; problem solving and decision making.

**Ability to:** read and understand instructions, correspondence, reports, etc; prepare clear, concise and grammatically correct correspondence; design complex filing systems; complete simple supply request forms, purchase requisitions, and time slips; train student workers.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**