Grant Technician I

Job Code 50014977

General Description
Responsible for providing entry level technical support to a grant project.

Examples of Duties
Provide basic technical assistance to assigned project.
May assist grant funded staff in performing their duties.
May assist in scientific projects.
Assist in providing computer systems support.
Assist in determining specifications for projects and publications.
Assist with web site maintenance.
Assist with the maintenance and back up of data files for office computers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: hardware and software used by department; basic math; technical expertise in project area; department’s policies and procedures.
Skill in: providing technical or paraprofessional expertise in area of assignment; writing concise and grammatically correct documents; establishing rapport with others; proper telephone etiquette; prioritizing workload.
Ability to: write and communicate verbally in a clear manner; read and interpret policy statements, documents, transcripts, applications, and software manuals; work as a team member; work with PC/Mac computers as needed; perform technical duties as needed for assigned area.

Experience and Education
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

Revised 09/20/2012