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.
Maintain 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