



Grant Clerical Assistant

Classified Range: 38

Board Approved: 11/05/2009 P. 1|2

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of clerical and record keeping duties as required by various grant funding sources such as the County of San Bernardino Workforce Investment Board, The State Chancellors' Office and the Employment Training Panel. This part-time position reports to the Project Manager of the grants.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives office and telephone callers and refers callers to appropriate staff.
2. Reviews grant materials, applications, records, files and reports.
3. Types and word processes grant related documents, correspondences, and reports.
4. Receives, sorts and distributes mail.
5. Provides program information to students and the general public.
6. Maintains records and files for grant programs.
7. Maintains attendance records and student files appropriate to each grant.
8. Maintains calendar of activities, meetings and events for the Project Manager.
9. Maintain grant expenditure records; provide data for budget estimates; and provides data to support accounts payable and receivables.
10. May perform routine backup in reception, registration or perform other clerical activities as needed.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic office procedures and methods.
- Basic principles and techniques used in public relations.
- Methods and techniques of proper receptionist and telephone etiquette.
- Basic inventory and purchasing processes and procedures.
- Basic mathematical concepts.
- English usage, spelling, grammar and punctuation.

Ability to:

- Learn and understand the operation of assigned program area.



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- Learn, understand, interpret and apply office policy and procedures.
- Operate office equipment including telephone, computers and supporting word processing.
- Perform routine record keeping and reporting writing duties.
- Work independently and collaboratively.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Equivalent to the completion of twelfth grade.

Experience:

- One year of clerical experience.

License or Certificate:

- Possession of a valid California driver's license and show proof of a good driving record with the California Department of Motor Vehicles.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.