



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Coordinator/Grant Manager</u>	NEW: _____	REVISED: <u>X</u>
		(Please check one)
REPORTS TO: <u>Court Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Alternative Sentencing</u>		JOB CODE: <u>600</u>

SUMMARY:

Under general supervision, the Administrative Coordinator/Grant Manager monitors and assists in administration of grant funding for the Alternative Sentencing Courts for the 13th Judicial Circuit Court and performs clerical support for the Alternative Sentencing department.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs a variety of legal office support work; prepares letters, correspondence, forms and other documents; receives, sorts, processes and distributes incoming mail; maintains copies of documents; operates computers, maintains, monitors and updates files and databases; generates computer reports; performs word processing; operates office equipment; assists the public as needed; answers division phone lines and e-mail and directs inquiries to the appropriate staff.

Compiles quarterly reports regarding the number of cases filed and disposed for each of the Treatment Courts; monitors cases and recidivism rates for defendants; compiles and sends information to all judges and the court administrator.

Participates in planning, development, installation and maintenance of general accounting and other fiscal functions, including budget planning and expenditure control; processes invoices, identifies appropriate funding sources, and tracks and reconciles account balances.

Identifies, researches, drafts, applies for, and monitors grant funding for the Treatment Courts; completes required reports for grants; completes monthly reimbursement claims, status reports and annual reports for applicable grants.

Serves as a liaison with Treatment Courts team members and agencies and assists with docket preparation, program documentation, and court facilitation as needed; enters data into court software programs and databases, including participant information and fees due; prepares reports from information.

Prepares reports for each of the Treatment Courts; compiles statistics and financial data for various regular and special reports; responsible for gathering information and creating the annual report.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to legal support work.
2. Advanced knowledge of filing and electronic record keeping systems.
3. Advanced knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. Skill in mathematics sufficient to maintain a balanced budget using addition, subtraction, multiplication, and division.
7. Skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
8. Skill in the ability to work well with other employees, court professionals and the public.
9. Advanced skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
10. Advanced skill in discretion and maintaining confidential information.
11. Advanced skill in reading and preparing legal documents.
12. Advanced skill in grant writing, reporting and application process.
13. Ability to work independently and follow instructions.
14. Ability to maintain a high level of accuracy and attention to detail.
15. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
16. Ability to plan, organize and supervise the work of others.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at

waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, business administration, public administration, criminal justice or related field, plus one year of clerical or office management experience and one year of accounting or bookkeeping experience.

PREFERRED QUALIFICATIONS:

One year of experience in grant writing, and one year experience in a criminal justice or legal field.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.