

COMMUNITY DEVELOPMENT AND GRANTS ASSISTANT

489-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of clerical support and technical duties to assist in grant application and administration activities conducted by the county government and/or local municipalities. Duties will involve assisting in the preparation of grant applications, some administrative duties, and substantial clerical and/or record keeping duties. Work is performed under general supervision with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects data for use in preparing grant applications;

Prepares advertisements and public notices and submits the same to media sources;

Answers telephones and determines how to provide assistance;

Schedules appointments;

Assists in completing grant applications by providing statistical, narrative, graphic, pictorial, or other data;

Makes bookkeeping entries relating to grant-related financial transactions;

Organizes data into a variety of records or tables;

Establishes and maintains office systems for collection and maintenance of records and office files;

Provides information to callers or visitors concerning the scope of assistance available through the department;

Types correspondence for an assigned administrative supervisor;

Provides routine types of grant application assistance;

Prepares periodic reports relating to community development and grants activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of basic office practices and procedures; working knowledge of housing and community development program rules, regulations, and application requirements; good knowledge of basic English grammar and sentence structure; good knowledge of basic keyboarding practices; working knowledge of community development and grants programs; ability to conduct grants research; ability to understand and interpret written material; ability to express oneself clearly both orally and in writing; ability to perform common office record keeping tasks such as data collation, scheduling, maintaining record systems, preparation of data summary tables; ability to operate a personal computer using applications for word processing and spreadsheets; ability to understand and interpret tabular material; resourcefulness; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher from a regionally accredited college or university or one accredited by the New York State Board of Regents; or
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience including standard keyboarding practice, one year of which shall have included the use of computer applications for word processing and spreadsheets; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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