

**OFFICE OF THE SHERIFF**  
**Clay County, Florida**  
**Darryl Daniels Sheriff**

**JOB NOTICE**

**Date:** July 5, 2018  
**Position:** Senior Staff Assistant / Grant Administrator  
**Reports To:** Elise Gann, Chief Financial Officer  
**Starting Salary:** \$30,262 – paygrade 8  
**Deadline to Apply:** July 15, 2018

Specific duties may include, but are not limited to:

1. Research availability of grant funds (federal, state, local and private funding sources) and ability to determine which grant opportunities meet agency needs and are appropriate to pursue.
2. Prepare well written, detailed grant applications incorporating all information required to meet the grant specifications.
3. Research and gather background information and statistical data (geographic, crime data, etc.), to develop concise information on the project deliverables, project evaluation and project budget. Interpret grant guidelines to ensure project procedures conform to grant requirements.
4. Preparation and submission of grant reports, grant evaluations and grant adjustments.
5. Compose and type correspondence, memos, letters and reports for the Chief Financial Officer and other Finance staff as well as assist with producing and gathering information for presentations and meetings.
6. Prepare updated policies and forms as required for submission to the Directive Review Committee.
7. Additional duties as required.

*Minimum qualifications:* Associate's Degree or equivalent; Typing 25 cwpm. Possess good public relations and communication skills in dealing with the public, finance personnel, other departments and command staff. Excellent computer skills including Microsoft Office Applications. Analytical, time management and self-initiating abilities. Must have excellent written and verbal communication skills.

If you are interested in this position, please submit your completed application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

Thank you.

*Equal Employment Opportunity Employer*  
*Our Community, Our County, Our Responsibility...*  
*We're All In This Together.*