

Title: Grants Specialist/Coordinator

Location: Finance Division

Openings: 1

Summary: The Grant specialist is responsible for researching, developing, preparing, and applying for grant opportunities from appropriate funding sources, as well as performing associated research and development for Tulsa County District Attorney's Office. This position will assist in administering and monitoring all aspects of the grants and grant contracts for compliance by maintaining electronic and hard copy files for grant-funded projects, developing and submitting progress and financial reports and communicating with individuals at all levels of the organization. We are looking for candidates with a sound work ethic and an interest in public service who will uphold the highest ethical standards.

Requirements:

- Ability to multitask in a busy environment under time constraints while working with multiple agencies, attorneys, legal staff, the public, and community leaders/organizers.
- Knowledge of or the ability to master governmental budget and generally accepted accounting principles and procedures; applicable state and federal laws, rules, regulations and statutes; grant funding sources and compliance requirements.
- Effectively present information and respond to questions.
- Work with mathematical concepts to analyze problems, interpret and apply data.
- Effectively communicate orally and in writing; compose professional quality reports, business correspondence, and procedure manuals.
- Read and interpret various job-related documents and instructions.
- Establish and maintain effective internal and external working relationships.
- Computer skills, primarily MS Office including Word and Excel and knowledge of office machines such as phone, copier/fax and printer; ability to learn windows-based case management software Karpel.
- Ability to work independently and with initiative as well as to be part of a team
- Knowledge of legal terminology a plus

- Ability, with or without accommodation, to meet the physical requirements of the job, which is in a high-traffic office setting with moderate noise; While performing the duties of this job, incumbent is regularly required to talk and hear, stand and walk, sit, bend and stoop; use hands and fingers to handle and manipulate objects; must occasionally reach overhead with hands and arms, and may be required to lift or move up to twenty (20) pounds. Close vision is required
- Ability to pass a criminal background check and score 75% on office skills test

Education/Experience – Bachelor’s degree or relevant experience

Licenses/Certificates – NA

Salary: \$32,000 annually. Full State of Oklahoma Benefits, including monthly allowance for purchasing health coverage; paid sick leave and vacation earned monthly, combined 30 days per year to start. Ten paid holidays.

Work Schedule: Monday through Friday, 8 a.m. to 5 p.m.

Email cover letter, resume and list of professional references to seldridge@tulsacounty.org