



STATE OF OREGON  
invites applications for the position of:

# Administrative Specialist 1 (Grant Specialist)

**JOB CODE:** DOJ13-0177

**OPENING DATE/TIME:** 10/22/13 12:00 AM

**CLOSING DATE/TIME:** 11/03/13 12:00 AM

**SALARY:** \$2,451.00 - \$3,484.00 Monthly  
\$29,412.00 - \$41,808.00 Annually

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Justice-Crime Victims' Services Division

**DESCRIPTION:**

The Oregon Department of Justice Crime Victims' Services Division is recruiting for a highly organized and skilled individual to fill a vacant Grant Specialist (Administrative Specialist 1) position in Salem. This is a full-time, permanent position, and is represented by a union (SEIU).

The Crime Victims' Services Division (CVSD) is one of eight divisions in the Oregon Department of Justice (DOJ). The Division has three major Sections: Compensation, Victim Response, and Revenue. The Grant Specialist position is with the Victim Response Section and provides primary administrative support to two fund coordinators and secondary support to another four fund coordinators. The fund coordinators are responsible for the implementation of federal and state funds supporting over 340 sub-grantees throughout the state.

Apply now if you are interested. This recruitment will be used to fill the current position and may be used to fill future vacancies.

With more than 1200 dedicated employees, the Oregon Department of Justice is committed to finding, developing, and retaining the finest professionals. We offer our employees a challenging, fun, and rewarding work environment with great benefits – resulting in a satisfying career. If you are looking for a fast-paced and challenging career, the Oregon Department of Justice is the place for you.

The DOJ mission statement illustrates the broad variety of areas our staff work in, as well as the positive impacts our work have on the lives of Oregon citizens.

We are dedicated to:

- Fighting crime and protecting crime victims;
- Improving the well-being of Oregon's children;
- Protecting the environment;
- Fighting for Oregon consumers, workers, investors, and taxpayers;
- Promoting a positive business climate;
- Providing great legal services to Oregon's state government; and
- Defending the rights of all Oregonians.

The Oregon Department of Justice is an equal opportunity, affirmative action employer committed to work force diversity.

**DUTIES & RESPONSIBILITIES:**

Principal duties include, but are not limited to:

- Provides support to the Victim Response Section (VRS) in administering the STOP Violence Against Women Act (VAWA), Sexual Assault Services Program (SASP) and Child Abuse Multidisciplinary Account (CAMI) Grants. Annually coordinates the federal application for VAWA Grants. Prepares and distributes the VAWA, SASP and CAMI requests for Applications and instructions to the applicants. Verifies accuracy and tracks grant application and report submissions through the CVSD E-Grant system. Coordinates the process of reviewing grant applications by staff, selected Advisory Committees members and guest reviewers. Provides support to application review teams by providing analysis as necessary. Prepares and coordinates the development of sub-grant agreements for non-profit, state, and local agencies, including communicating with DOJ Attorneys to ensure the legal sufficiency of contracts. Reviews signed sub-grant agreements and exhibits prior to seeking the Director's signature. Coordinates federal reporting activities, and interacts with federal systems, to ensure the accuracy of information and that submissions are fully compliant with federal laws, rules, and regulations. Provides financial data to Grant Monitors and recommends the distribution of funding to meet grant requirements and restrictions. Processes grantee payment and budget information, ensuring appropriate expenditures of VAWA, SASP and CAMI funds. Creates [split] payments based on funding allocation. Tracks allocated and deobligated funds and ensures funds are spent prior to the expiration. Reconciles aggregate grantee payments to federal VAWA, SASP and state CAMI grants. Provides information to agency staff, the public, or other State, local, or Federal agencies to assist them in carrying out assigned activities, achieve compliance, and resolve problems. Organizes and maintains filing system, including appropriate records retention based on Oregon Administrative Rules. Works with the Fund Coordinators on required reports, including researching, collecting, analyzing, and interpreting narrative and statistical data. Makes recommendations on system improvements. Develops the MDT Quarterly newsletter layout, publication, contacting contributors, organizing themes and ensure distribution.
- Plans and organizes trainings, meetings and events for the VRS Section. Is the primary point of contact for establishing contracts with conference locations and other vendors. Lead contact for training, including contacting participants and presenters and coordinating registration. Tracks and keeps records of Section planning for training events and information distributed. Establishes and maintains conference checklists and information on available event venues. Coordinates Advisory Committee meetings, records and distributes meeting minutes, and is responsible for travel reimbursement of members for Advisory Committee related activities.
- Provides administrative support in the coordination of VAWA, SASP and CAMI with the other CVSD administered grant programs. Recommends improvements to the system and program processes and procedures. Attends Section meetings. Maintains means for Section staff to communicate with grantees and other stakeholders. Maintains grant webpages, listservs, contact lists, e-mail distribution lists, and organization information in CVSD E-Grants. Establishes and maintains procedures and other controls necessary in carrying out assigned program activities. Backs up other grant assistants and provides support to all VRS fund coordinators. May help support the CVSD Director and other programs within the Crime Victims' Services Division.

**WORKING CONDITIONS:** Local and statewide travel required. Will be working within the criminal justice system, may have exposure to disagreeable and disgruntled grant applicants, victims where negative verbal interactions may occur. Exposure to victims of violent crime, often including graphic descriptions of heinous crimes against children and adults. A general office environment with frequent interruptions from staff and community partners. A high volume of paper work management and data entry. Daily calls and numerous emails by grantees and grant applicants. Frequently answers questions related to the grant process and the E-Grant web based system.

**CONDUCT EXPECTATIONS:** The role of the Oregon Department of Justice is to provide justice and uphold the rule of law. Employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

## **QUALIFICATIONS & DESIRED ATTRIBUTES:**

### **MINIMUM QUALIFICATIONS**

- **Three years of clerical/secretarial experience which included:** Two years at a full performance level performing typing, word processing, or other generation of documents and lead work responsibility or coordination of office procedures.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience.

No substitution will be made for the two years at the full performance level.

### **DESIRED ATTRIBUTES**

- Accurate keyboarding speed of 40 WPM or more.
- Proficiency in using Microsoft Office products.
- Extensive skill in communicating orally to explain decisions services or programs or resolve problems with a variety of people.
- Able to display compassion, professionalism, and courtesy in dealing with victims, advocates, and the public when answering questions and explaining information or decisions.
- Skilled in composing written communication such as responses, inquires, narrative reports, and instructional material.
- An ability to work independently, prioritize work and have knowledge of the program processes for all funding streams.
- Ability to coordinate diverse activities to ensure completion of projects and assignments.
- Skilled in explaining decisions and the application of decisions and explanation of the laws, rules or policies and procedures.

### **ADDITIONAL INFORMATION:**

**TO APPLY:** Follow the "**Apply**" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement.

Transcripts must be submitted to receive credit for education coursework at the time of application. Be sure to answer all supplemental questions and attach all required documents. Your application materials, including your responses to the supplemental questions, must be consistent with your described work experience and any qualifying education.

Your application materials and any supplemental information may be reviewed and evaluated for presentation, content, clarity, grammar, spelling, and applicable knowledge and skill(s). Additional applicant screening will depend on the number of qualified applications received.

Your application must clearly show how you meet the qualifications and desired attributes listed in this announcement. The "Work Experience" section must include the position(s) you have held, organizations for which you have worked, complete dates of employment, and a detailed description of your duties and level of responsibility. Qualifications will be determined based on the information provided in the "Work Experience" and "Education" sections of your application. If your description of work in the "Work Experience" section is too brief and/or insufficient to determine if you meet the qualifications for the job, your application will not be accepted. Those applicants whose experience, education, and/or training most closely match the requirements and needs of the position will be eligible for interview. A resume is not required to apply for this position and will not be viewed to determine your qualifications.

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

The State of Oregon now requires all applicants to have a valid email address. If you do not currently have an e-mail address and do not know where to get one, please refer to our Applicant E-Recruit FAQ's web page to view several providers of free e-mail accounts. The State of Oregon does not endorse any particular provider.

If you need assistance with adding attachments to your profile or to a specific job application please go to How do I add an attachment to my application on the State of Oregon's Job Page by clicking on the Applicant E-Recruit FAQ's, and again on Applicant Profile Maintenance.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 947-4328 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

The Department of Justice does not offer visa sponsorships. The candidate selected for this position will be required to complete the US Department of Justice Form I-9 within three days of hire to confirm authorization to work in the United States.

---

**VISIT OUR AGENCY WEBSITE AT:**

<http://www.doj.state.or.us>

**OUR OFFICE IS LOCATED AT:**

1162 Court Street  
Salem, OR 97301

Job #DOJ13-0177  
ADMINISTRATIVE SPECIALIST 1 (GRANT  
SPECIALIST)  
DD

### Administrative Specialist 1 (Grant Specialist) Supplemental Questionnaire

Your answers to the 'Supplemental Questions,' will be reviewed to determine if you meet the minimum qualifications (required) and how you meet the desired attributes (requested) for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses. The specific questions and the scoring process used is determined by each hiring authority. Answers to questions about specific experiences must be supported in your work experience statements in the application form or, if requested, your resume.

Resumes' will **NOT** be used to determine qualifications unless it clearly states a resume is required in the job posting. Only those individuals who meet the minimum qualifications and most closely match the desired attributes will be invited to an interview.

### Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications.

Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

**NOTE:** This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

\* 1. Which of the following best describes your **highest related level of education**?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

\* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many credit hours have you completed? Select the **Quarter/Semester hours that best describe your completed coursework**. If you did not, select N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours
- 16 Quarter hours/11 Semester hours
- 20 Quarter hours/13 Semester hours
- 24 Quarter hours/16 Semester hours
- 28 Quarter hours/19 Semester hours

- 32 Quarter hours/21 Semester hours
  - 36 Quarter hours/24 Semester hours
  - 40 Quarter hours/27 Semester hours
  - 44 Quarter hours/29 Semester hours
  - 45-68 Quarter hours /30-45 Semester hours
  - 69-95 Quarter hours /46-63 Semester hours
  - 96-143 Quarter hours /64-95 Semester hours
  - 144-191 Quarter hours /96-127 Semester hours
  - 192-239 Quarter hours /128-159 Semester hours
  - 240 or more Quarter hours /160 or more Semester hours
- \* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your coursework. If you did not, enter N/A.
- \* 4. Which of the following best describes the **focus of your degree**?
- Office Occupations
  - Office Technology
  - Other Related Degree
  - My degree is not related
  - I do not have a degree
- \* 5. If you selected "Other Related Degree" in question 4, please identify the focus of your degree. If you did not, enter N/A.
- \* 6. Which of the following best describes your level of **clerical or secretarial experience**?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above
  - None of the above
- \* 7. Which of the following best describes your level of experience in **full performance level performing typing, word processing, or other generation of documents**?
- less than 6 months
  - 6 to 11 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 years or above

- None of the above
- \* 8. In relation to question 6, select the **areas of leadwork responsibility or coordination of office procedures experience** below that you possess. (check all that apply)
- Orient new employees
- Assign and reassign tasks to accomplish prescribed work efficiently
- Give direction to workers concerning work procedures
- Transmit established standards of performance to workers
- Review work of employees for conformance to standards
- Provide informal assessment of workers' performance to a supervisor
- Coordinating office procedures
- None of the above
- \* 9. Which best describes the frequency of your experience reviewing documents and work for accuracy in your current/past job(s)?
- Daily
- Weekly
- Monthly
- Yearly
- None of the above
- \* 10. What best describes your level of attention to detail?
- Ability to identify basic errors
- Ability to identify errors and omissions
- Ability to identify errors and omissions and accurately correct the information as needed
- None of the above
- \* 11. Which of the following best describes your experience communicating effectively with people over the telephone, in writing and in person?
- Experience communicating only orally or in writing to explain non-complex decisions, rules, and policies, procedures.
- Experience communicating orally and in writing to explain non-complex decisions, rules, and policies, procedures.
- Experience communicating orally and in writing to a variety of people to explain complex decisions, rules, policies, procedures, experience gathering data and writing reports or making presentations.
- Experience communicating orally and in writing to a variety of people to explain complex decisions, rules, policies, procedures related to human or social service operations or issues, and experience gathering data and writing reports or making presentations.
- None of the above
- \* 12. Which of the following best describes your level of experience using Microsoft Word ??
- Beginner (Composing general correspondence such as letters and memos)
- Intermediate (Creating mail merge, forms and templates)
- Advanced (Building macros, styles and wizards)
- None of the above
- \* 13. Please describe your specific experience as it relates to question 12.
- \* 14. Which of the following best describes your level of experience using Microsoft Excel ??
- Beginner: (Setting up formatted worksheets and sorting data.)
- Intermediate: (Creating formulas, charts and graphs, pivot tables and links between files.)
- Advanced: (Creating worksheets with decision-making capabilities, macros and importing data from other sources.)
- None of the above

- \* 15. Please describe your experience as it relates to question 14.
- \* 16. Indicate your length of work experience taking and distributing meeting minutes.
- Less than 12 months
  - 12 to 17 months
  - 18 to 23 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years or more
  - None of the above
- \* 17. Which of the following types of records (both paper and electronic) and/or materials have you had the responsibility for organizing and maintaining? Check all that apply.
- Mailing Lists
  - Training Records
  - Reports
  - Archived Materials
  - Other
  - None of the Above
- \* 18. Please describe where you gained the experience listed in question 17. Please provide a response for each answer selected. Enter "n/a" if you do not have this experience.
- \* 19. Please select each of the following public contact duties you have experience with. Check all that apply.
- Answering routine inquiries for information about programs or services provided by your employer.
  - Explaining rules, regulations, policies and procedures.
  - Assisting upset or angry customers.
  - Assisting internal customers.
  - Answering a multiple line phone.
  - None of the above.
- \* 20. . Please provide in detail where you gained the experience listed in question 19. Please provide a response for each answer selected. Enter "n/a" if you entered "None of the above."
- \* 21. This position requires accuracy and attention to detail, prioritizing, and completing job assignments with deadlines while working in an area with a high level of activity and interruptions. Please describe your work experience, including the methods you use, for each of the following: **a) setting priorities and meeting deadlines b) ensuring accuracy and attention to detail c) handling interruptions.**
- \* 22. **Work Experience:** Your application must verify your responses to all of the above questions in order to be considered. If your answers are not reflected in the "Work Experience" section of your E-Recruit application, your application may be removed from consideration. **Have you demonstrated your work experience in your answers and attached all necessary documents?**
- Yes     No
- \* 23. **Transcripts:** If you are using education (a degree or coursework) to qualify for this

position, transcripts must be submitted for all required or related courses. Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration. **Have you attached a copy of your transcripts?**

- Yes
- No
- n/a

\* 24. Are you a current employee of the Oregon Department of Justice (not contract, temporary, or volunteer)?

- Yes
- No

\* Required Question