

## City of Claremont, New Hampshire Position Description

**Position Title:** Legal Assistant/ Fiscal Grant  
Administrator

**Reports to:** Finance Director

**Department:** Finance

**FLSA Status:** Non - Exempt

**Union/Merit:** Merit

**Grade Level-Points:** 7

**Revised/Updated:** 03/20/08

### Job Summary

Under general supervision and according to established policies and procedures performs important administrative work assisting with the operations of the city solicitor as well as overseeing the grant administration for the finance department. Uses independent discretion and judgment in performing administrative tasks for the two areas.

**Legal Assistant Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works closely with City Solicitor and other city staff in the coordination and preparation of documents as necessary.
2. Coordinates and prepares letters, reports, charts, legal documents including basic court filings and other documents requiring special formatting or containing complex terminology. Composes routine correspondences under the general direction or on own initiative to expedite the processing and completion of work.
3. Reviews and analyzes legal documents to assist in preparation for various proceedings including but not limited to mediation, arbitration, litigation as well as non-litigation meetings and public hearings. Drafts routine notices and various other documents. Conducts research and analyzes cases, depositions, opinions, reports and information related to legal matters. Reviews, prepares and outlines depositions, indexes and summarizes documents; prepares litigation binders.
4. Performs assigned legal research tasks using all available resources. Enters and retrieves technical information from a computer, including legal databases, in order to perform research, update records, processes transactions, and responds to requests for information.
5. Assists Legal/Policy in transcribing or typing from draft, reports, memoranda, policies, and special orders and directives. Sets up and maintains alphabetic and numeric files, including litigation files, so that documents can be filed and retrieved in an orderly fashion.
6. Operates standard office equipment such as photocopiers, fax machines, scanner, personal computer, typewriter, postage machine and dictating equipment.

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7. Attends meetings on behalf of department staff; may take and transcribe minutes of meeting.
8. Follows the ethical requirements as set forth by the New Hampshire Supreme Court's Rules of Professional Conduct.
9. Performs other related duties as assigned.

### **Job Summary**

Supports the Finance Department in the fiscal and operational needs of the organization as it relates to grant administration. Provide leadership and manages all areas of grants administration. This includes but is not limited to coordinating with other government entities and non-profits, overseeing consultants and grant writers who may be contracted to assist with various grant applications, and the research, evaluation, writing, negotiating and securing of grants and loans for the City and/or other local entities. In addition, the position is responsible for oversight of all grants from submission and tracking through the review and award process and monitors grants in conjunction with the Finance Office. This position is expected to help the City identify and prioritize opportunities to leverage, create, match and expend grant funds in Claremont and account for their disbursement in accordance with applicable rules and regulations.

**Fiscal Grant Administrator Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Reviews grant applications for completeness and compliance with policies, guidelines and procedures before submission. Prepare and maintain written grant documentation with respect to duties entailed in conducting educational and other programs related to grants, budgeting methodologies, and cost allocation methodologies.
2. Prepare grant budget reconciliations on a timely basis to meet varying reporting requirements established by grantors.
3. Manage all billing for grants and contracts awarded. Coordinate disbursements of funds and request for funds. Provide all necessary supporting documentation. Routinely review and accurately maintain accounting transactions,
4. Develop and implement systems (both computer and workflow) surrounding the grant budget and reconciliation processes. Makes recommendations to streamline the extremely complex grant process, which involves nearly all City departments.

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5. Certify proper and meticulous execution at every step of grant management process by monitoring grant requirements and ensuring compliance with all grant conditions as well as timely submission for all finance and program reporting obligations. Reports status of grant budgets and grant reconciliations quarterly to the Finance Director.
6. Work closely with the Finance Director and City Treasurer to address any audit findings and accountability issues related to finances and grants. Work with the City's legal department to ensure compliance with all laws and regulations.
7. Performs various other duties as assigned.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees as needed.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Associates Degree or equivalent in paralegal (or Certified Legal Assistant), and/or accounting and, 3 - 5 years of progressively responsible administrative experience which includes interaction with high level officials and managers. A minimum of two years experience administering federally funded grants on either the State or local level, or in the private sector is highly preferred. That experience should include hands-on financial and procurement management experience as they relate to grant administration. Experience administering Federal or State contracts may be substituted. He or she also should be knowledgeable of federal laws, regulations, and policies governing grant administration (e.g., OMB Circular No. A-102, Grants and Cooperative Agreements with State and Local Governments); or, any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge of:

- Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent work experience.

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- Knowledge of Non-profit Accounting, Technical financial terminology and sound budgetary principles and practices.
- Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques and word processors or computers.
- Techniques of effective time management.
- Correct English usage, including superior writing skills as well as spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

### Ability to:

- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Ability to concentrate and pay close attention to detail.
- Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
- Ability to travel to private and public buildings, locally and statewide, via private or public conveyance to assist in attending to City needs on legal matters.
- Ability to conduct a single action audit.
- Ability to exert mental effort and concentration while organizing and maintaining multiple cases.
- Ability to read and interpret documents, write reports, correspondence, and procedure manuals.
- Demonstrated ability to communicate both orally and in writing.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### Skill in:

- Excellent communication and interpersonal skills as he or she will interact with a variety of people to include local and State officials, property owners, reporters, contractors, lawyers, title examiners, appraisers, etc. Furthermore, he or she will coordinate the efforts of a variety of project staff, contractors, and consultants.
- Skills in management and federal grant experience.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Typing complex documents containing numeric information or technical terminology.
- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.

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- Operating general office equipment and compiling, composing, and maintaining reports.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.
- Understanding of need for confidentiality related to assigned tasks.

### **Supervision Received**

Works directly under the Finance Director and with the City Solicitor.

### **Supervision Exercised**

None

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

Notary Public. (May require)

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, tape transcriber, telephone, typewriter, calculator, copy machine, and fax machine etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, tape transcriber, typewriter, copy machine, fax machine, postage machine, folder/insertter etc.

**Typical Work Environment:**            Inside: 97%            Outside: 3%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

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The incumbent's working conditions are typically quiet.

### Physical Activity Requirements

#### Primary Physical Requirements

#### Other Physical Considerations

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#### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

#### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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