

**CLERK OF CIVIL DISTRICT COURT, PARISH OF ORLEANS
FEMA ADMINISTRATIVE ASSISTANT**

JOB DESCRIPTION:

A busy public office is seeking a qualified individual for a full time position as Project Administrative Assistant for a grant-funded conservation undertaking in the Office of the Clerk. The appointment is expected to last several years. The Administrative Assistant will be responsible for receiving data from the Conservator and other staff, calculating compensation and benefit totals, compiling reports, executing procurement requests, and reporting to the Clerk and Chief Deputy Clerk of Court as well as to a Louisiana State agency administering federal grants under Federal Emergency Management Agency (hereafter, FEMA) regulations.

The ideal candidate must be familiar with bookkeeping, grant administration, coordination of projects, data sources, and federal documentation requirements. Federal grant administration experience is highly desirable. The administrator will be expected to acquire a full understanding of and ability to implement office procurement policy based on terms of the federal grant. The position also requires data entry and the maintenance of paper-based and digital files according to federal requirements.

The individual most suited for the Administrative Assistant position should possess general office and computer skills, be comfortable as a team player, and have the ability to work under pressure. The individual must have the ability to communicate effectively with other staff. The position also requires a high degree of verbal and written comprehension, the ability to express thoughts clearly, both orally and in writing; accurate and proficient typing skills; and the ability to work well with others.

SUPERVISION EXERCISED:

This job has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following.

1. Check and verify source documents such as time sheets, earnings statements, and procurement files, and transfer information to appropriate files.
2. Compile requests for reimbursements and quarterly reports as specified by the grant-funding agency.
3. Work with other staff on a regular basis to gather elements for full maintenance of files according to federal requirements.
4. Comply with relevant reporting requirements as required by FEMA.

5. Assist with state agency audits, occasionally working after regular hours.
6. Maintain complete filing system to support grant-funded records.
7. Assist in improving workflow by studying methods and developing reporting procedures.
8. Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
9. Contribute to team effort by accomplishing related results as needed.
10. Other duties may be assigned.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

1. A minimum of a bachelor's degree in business, accounting, math, project management or related degree is required, or experience working in benefits administration.
2. One to three years related experience and/or training in grant administration.
3. Experience and/or knowledge of Federal Emergency Management Agency rules.
4. Ability to extract, collect, and analyze data to compile grant reports.

SPECIAL ABILITIES and ATTRIBUTES

Ability to read and interpret documents such as relevant parts of the Federal Code of Regulations, the financial manual of the Office of the Clerk, and the Personnel Manual of the Office of the Clerk.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving concrete variables in a variety of situations.

Superior organizational skills and accuracy.

Confidentiality and integrity required.

SALARY

Salary commensurate with education and experience.

Interested applicants should send cover letter and resume by email to hrclerk@orleanscdc.com or by mail to Human Resources, 1340 Poydras Street, Suite 400, New Orleans, LA 70112.