



HARRISON COUNTY SHERIFF'S OFFICE JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Purchasing/Grant Administrative Clerk

DIVISION: Administration

CLOSING DATE: June 19, 2018

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Job Description

Position Title: Purchasing/Grant Administrative Clerk	Base Salary Range: \$ 38,000.00 to \$44,000.00 annually
Supervised By: Comptroller	

CHARACTERISTICS OF THE POSITION:

Under general direction, is responsible for Purchasing and procurement of Goods and Services and overseeing Grants for the Harrison County Sheriff's Office.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to vendors and service providers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Purchasing/ Grants Clerk may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

SPECIFIC DUTIES:

1. Draft Requisitions to obtain Purchase Orders
2. Verify that all purchases when received match the appropriate purchase order for the proper amount, items ordered etc.
3. Perform Fiscal Year end closeout of purchase orders that remain outstanding to determine validity and provide explanations.
4. Issue Claims for items received for payment.
5. Reconcile Paymode Reimbursements for salary and tuition for outstanding training.
6. Receive and sort both interoffice and postal mail.
7. Maintaining all payroll, overtime sheets and time (Kronos) information for monthly reporting for each active Grant.
8. Making sure that all performance measures for each Grant are met as specified in each award and all filing requirements for active Grants.
9. Tracking all reimbursements and verifications for each active Grant budgets along with purchases if payable from a Grant.
10. Assist in coordinating the application process for additional Grant opportunities.
11. Requesting all up-coming Harrison County Sheriff's Office items are placed on the BOS agenda, verifying them on the Legistar System and insuring their completion.
12. Assisting with writing requests for bids, requests for qualifications, requests for proposals, researching State Contract and State Information Technologies information for purchases.

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KNOWLEDGE AND SKILLS:

- Strong understanding of the financial, purchase and Grant accounting concepts and principles.
- Good problem-solving, communication and interpersonal skills.
- Attention to detail, tempered by effective time-management skills to ensure an efficient use of time is expended to properly complete assignments and meet goals.
- Highly skilled in the use of personal computers, standard office software, fax and copy machines. Proficiency in MS Access database, PeopleSoft accounting and, MS Excel based spreadsheets, MS PowerPoint presentation software, and MS word processing.
- Ability to independently prepare routine reports, presentations and correspondence with minimal guidance.
- Skilled in written and spoken communication of administrative and technical data, with strong grammar/spelling knowledge sufficient to review own work as well as that of others.
- Good telephone skills and email etiquette.

CHAIN OF COMMAND:

This position reports and is accountable to the Comptroller. Annual and supplemental job performance evaluations will be completed in writing and discussed with the employee performing these duties. During the review, the employee will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The employee may disagree with the evaluation, and provide written comments as well.

TRAINING AND/OR EDUCATION:

- Two years' experience in Purchasing/Bookkeeping/Governmental Grants is desirable. Strong communication skills, both oral and written, with sufficient command of English to effectively compose and edit documents are important. Ability to review and interpret documents, analyze and organize data and information. An acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted.

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