



SEMINOLE COUNTY SHERIFF'S OFFICE  
invites applications for the position of:

## CONTRACTS/GRANTS ANALYST

**SALARY:** \$16.68 - \$22.10 Hourly  
**DEPARTMENT:** ADMINISTRATIVE SERVICES  
**DIVISION:** PROCUREMENT AND AGREEMENTS  
**OPENING DATE:** 04/16/19  
**CLOSING DATE:** 05/14/19 11:59 PM

### GENERAL DESCRIPTION:

The **Seminole County Sheriff's Office** is now accepting pre-screen questionnaires for the position of **CONTRACTS/GRANT ANALYST**. This position performs professional and administrative work in the coordination of the contract/grant administration process including research for applications, budget and compliance monitoring and required reporting. The starting pay for this position is \$16.68 to \$22.10 per hour, depending upon applicable experience.

All pre-screen questionnaires require a *NOTARIZED* [Background Waiver](#) included in the link provided and are to be uploaded to your pre-screen questionnaire.

**Pre-screen questionnaires must be submitted before the closing date of May 14, 2019.**

### TYPICAL DUTIES:

- Performs contract and grant development, compliance, budget and fiscal analysis, financial and performance reporting
- Analyzes expenditure and revenues, reconciles contract and grant records to financial system
- Assists in researching material for use in contract and grant applications

### MINIMUM QUALIFICATIONS:

- Applicant must have a Bachelor's degree in Finance, Accounting, Business, Public Administration or closely related field **AND** two (2) years' experience reviewing, preparing and monitoring of contracts/grants, evaluating and reporting on compliance **OR** equivalent combination of training and experience

### KNOWLEDGE, SKILLS, ABILITIES & OTHER:

Successful applicants will be required to complete and submit an entire employment application, which will be provided to the applicant by the Human Resources Division. The applicant will then submit to a thorough background investigation, which includes, but not limited to, past employment/education verification, driver license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA) testing. A certified examiner administers the CVSA with questions addressing illegal drug use and general questions of honesty and criminal history. Any dishonesty or deception on the Pre-Screen Questionnaire or Employment Application will disqualify your application.

**Candidates must comply with the Body Ornamentation policy, which includes tattoos, brands, intentional body/tongue piercing (not including normal piercing of the earlobe for earrings) or mutilation and dental ornamentation. "Visible" is defined as body ornamentation that is visible on the arm below the sleeve of a short sleeve or golf-style shirt or above the collar of a short sleeve or golf-style shirt. Any visible body ornamentation must be disclosed at the time of application.**

Applicants not selected for employment will receive notification from the Human Resources Division, to include justification based on the following disqualifiers: negative background, failure to meet minimum qualifications as outlined in the specific job description, or any additional information discovered during the interview process.

**Classified Position**

Please direct any questions to:  
Seminole County Sheriff's Office  
Human Resources Division  
100 Eslinger Way  
Sanford FL 32773  
rbutt@seminolesheriff.org  
(407) 665-6621

The Sheriff's Office is committed to a diverse work force, is a drug free workplace and is an equal opportunity employer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.seminolesheriff.org/>

Position #00080  
CONTRACTS/GRANTS ANALYST  
RB

100 ESLINGER WAY  
SANFORD, FL 32773  
407-665-6621

[APPLICANTS@SEMINOLESHERRIFF.ORG](mailto:APPLICANTS@SEMINOLESHERRIFF.ORG)

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**CONTRACTS/GRANTS ANALYST Supplemental Questionnaire**

- \* 1. Have you been arrested for a DUI within the last ten (10) years prior to today?  
 Yes  
 No
- \* 2. Have you used or purchased marijuana within the last three (3) years prior to today? NOTE: This question pertains to outside the realm of law enforcement. Do not answer "Yes" to this question if you dealt with controlled substances in the line of duty as a law enforcement officer.  
 Yes  
 No
- \* 3. Have you used or purchased any type of illegal or controlled substance, excluding marijuana, (i.e. cocaine, ecstasy, heroin, LSD, prescriptions medications not prescribed to you, steroids) within the last ten (10) years prior to today? NOTE: this question pertains to outside the realm of law enforcement. Do not answer "Yes" to this question if you dealt with controlled substances in the line of duty as a law enforcement officer.  
 Yes  
 No
- \* 4. Have you sold any type of controlled substance (i.e. marijuana, cocaine, ecstasy, heroin, LSD, prescription medications) to others within the last ten (10) years prior to today? NOTE: this question pertains to outside the realm of law enforcement. Do not answer "Yes" to this question if you dealt with controlled substances in the line of duty as a law enforcement officer.  
 Yes  
 No
- \* 5. Have you been convicted of a misdemeanor (including but not limited to where adjudication was withheld) or participated in a pretrial diversion program for any offense involving moral character, false statements, perjury or domestic violence within the last five (5) years prior to today?  
 Yes  
 No
- \* 6. Have you ever been convicted of a felony crime (including but not limited to where adjudication was withheld) or participated in a pretrial diversion program for any felony offense?  
 Yes

No

\* Required Question