

**SEMINOLE COUNTY SHERIFF'S OFFICE
JOB ANNOUNCEMENT
CONTRACTS/GRANTS ANALYST**

The **Seminole County Sheriff's Office** is now accepting pre-screen questionnaires for **Contracts/Grants Analyst**. This position performs professional and administrative work in the research, preparation, application and compliance of federal, state and local grants. Assists in researching and assembling material for use in grant applications. Processes grant expenditures and budgetary monitoring. Prepares and submits financial and programmatic reports and required audit function. **The salary for this position starts at \$16.68 - \$21.66 an hour, depending on applicable experience. Pre-screen Questionnaires are being accepted until June 16, 2017.**

Minimum Requirements:

- Applicant must have a High School Diploma or GED
- Applicant must be a United States citizen
- Applicant must possess and maintain a valid Florida Driver's License
- Bachelor's degree in Finance, Accounting, Business, Public Administration, or closely related field and two (2) years of experience reviewing, preparing and monitoring of grants/contracts, evaluating and reporting on compliance, or equivalent combination of training and experience.

All candidates must fully complete and then submit a pre-screen questionnaire which can be secured from www.seminolesheriff.org or the Seminole County Sheriff's Office Information Desk located at 100 Eslinger Way Sanford, Florida 32773. The pre-screen may be submitted via email to RMorales@seminolesheriff.org or by hand delivering to the Information Desk.

Each applicant must have a Background Investigation Waiver (included with the pre-screener questionnaire package) notarized. Failure to have this document completed and submitted with your pre-screen questionnaire will disqualify your application. Any costs associated to the completion of this form are the responsibility of the applicant. **The Sheriff's Office does not provide notary service for this form.**

Successful applicants will be required to complete and submit an entire employment application which will be provided to the applicant by Human Resources. The applicant will then submit to a thorough background investigation, which includes, but not limited to, past employment/education verification, driver's license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA). 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.

The background investigation process may take 3-6 months depending upon the complexity of the applicant's background. Applicants selected for employment will be provided a conditional offer and required to submit to a medical examination with drug screening.

Candidates for employment 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 who are not selected for employment will receive written notification from Human Resources, 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. Applicants will be eligible to reapply with the Seminole County Sheriff's Office after one year from the date of notification.

Revised June 6, 2017

**Seminole County Sheriff's Office
Human Resources Division
100 Eslinger Way
Sanford FL 32773
RMorales@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.