



Management Assistant

The Idaho State Police Forensic Services (ISPFS) is seeking a self-motivated individual to perform a wide variety of administrative support functions and administration of the Forensic Services Sexual Assault Kit Initiative (SAKI) program. This position is located in ISPFS Headquarters and will not be performing scientific analysis. The Management Assistant's primary responsibility will be utilizing their administrative and organizational skills to manage and apply for grants in support of the SAKI program. The Management Assistant will also use their skills and expertise to support the mission of the SAKI team in collecting "lawfully owed" DNA from felony offenders and working to solve cold case homicides and sexual assaults throughout Idaho.

The ideal candidate is highly organized, self-directed, and detail oriented. Additionally, the candidate should be flexible and poised in the face of change. Skills should include competencies in using Microsoft Office products including Outlook, Word, Excel, PowerPoint and Teams, and an ability to work in a paperless environment. The candidate will also need to exhibit discretion in handling confidential or sensitive information.

This is a contract position with funding for at least three-years under the grant. The grant is a renewable grant and ISPFS intends to apply for it to be renewed. The position includes a yearly evaluation.

PLEASE NOTE: The successful applicant will be required to complete a background investigation. Please review the [ISP Drug Policy](#) and [ISP Grooming and Appearance Standards](#).

Example of Duties:

- Support the ISPFC Sexual Assault Kit Initiative (SAKI) with key responsibilities
- Perform extensive grant writing, grant management, and grant reporting
- Work with external agencies to provide technical support and assistance
- Manage business functions within the ISPFS SAKI Team
- Scheduling, planning, and organizing SAKI programs
- Monitor budget, analyze financial reports, and take corrective action as needed; research and compile information for budget development
- Organize board meetings, complete meeting minutes

- Develop recommendations for management decisions
- Assist in the completion of quarterly and yearly SAKI grant programs
- Work with management to develop annual strategic plan and performance measures
- Assist with public records requests
- Manage department inventory
- Grant and contract administration duties including application, monitoring, budget management and reporting
- Other duties as assigned

Minimum Qualifications:

Experience:

- Interpreting and applying regulations or policies and procedures
- Planning, organizing, implementing, and evaluating special projects
- Independently researching, compiling, developing and summarizing material for reports on a frequent or recurring basis
- Analyzing information, identifying problems, defining alternatives and developing recommendations for management/administrators

Desirable qualifications:

- Experience managing grants
- Financial management experience
- Database knowledge and experience
- Writing analytical reports
- Experience working in law enforcement, correctional facilities, or in other criminal justice based capacities

Benefits:

This is a contract position providing a starting hourly wage of \$24.00 for up to 40 hours a week for a self-employed contractor. This is an in-person employment position located at the ISPFS headquarters in Meridian, Idaho. A benefits package is not provided with this position.

EEO/ADA/Veteran:

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an

accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Preference may be given to veterans who qualify under state and federal laws and regulations.

Application Process:

Please visit the [job application form](https://forms.gle/1UYTfiVwu4pETVHK7) (<https://forms.gle/1UYTfiVwu4pETVHK7>). Applications for this position must be submitted by **March 15, 2024**.