

Contracts Associate: Contracts Associate II

Performs a variety of activities in support of Contracts. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses software for functional area to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance work flow. Provides data and information to others on functional unit processes and procedures.

Knowledge

Full knowledge of the job. Substantial acquaintance with and understanding of general aspects of Contracts with a broad understanding of the detailed aspects of the job.

Supervision Received

General supervision and instructions given for routine work, and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

Work Products (Examples may include but are not limited to)

Prepares and submits proposals in accordance with customer requirements. Supports customer fact finding. Prepares contractual documents such as Non Disclosure Agreements, Teaming Agreements, and Memorandums of Understanding.

Minimum Education and Experience

High school and 2 years of related experience.