

Contracts Associate: Contracts Associate III

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

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments, and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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

Provides information directly to customers. Interfaces with Defense Contract Management Agency personnel and Defense Contract Audit Agency personnel. Provides non-standard reports in response to customer inquiries.

Minimum Education and Experience

High school and 4 years of related experience.