

# Contracts Associate

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.

Level 1		Level 2		Level 3		Level 4	
Contracts Associate I		Contracts Associate II		Contracts Associate III		Sr. Contracts Associate	
Knowledge	Little or no knowledge of Contracts Administration. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	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.		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.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work, and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		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.		Contacts are frequent with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	
Work Products (Examples may include but are not limited to)	Works with proposals, agreements, prime and subcontract proposal support. Coordinates proposals for non-complex solicitations for review by management. Coordinates management approvals for proposals and contracts.	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.		A thorough knowledge of company policies, procedures and practices related to contracts administration. Familiarity with the various types of government contracts and Federal Acquisition Regulation including Truth-In-Negotiations Statute Public Law 87-653.		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 0 years experience.	High school and 2 years of related experience.		High school and 4 years of related experience.		High School and some college courses and 6 years of related experience.	