

TEST PLAN

Procurement and Contract Specialist 1 - 0436

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agency may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" - or those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

Minimum Qualifications

Three years experience in the procurement of goods and services through purchase orders and contract agreements, or tracking and preparing simple or standard contracts or agreements

OR

A Bachelor's Degree in Business or Public Administration, or a related degree that included course work in general business management, contract or business law, accounting, finance or economics.