

TEST PLAN

Procurement and Contract Specialist 3 - 0438

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

Six years of experience negotiating, developing, administering and evaluating public or private service contracts or agreements.

For positions in procurement, three of the six years must have included deciding and writing specifications for the purchase of goods and services or developing and administering contracts. 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 can substitute for three years of experience.

Positions specializing in leasing and acquisition require:

Six years of real estate property transaction experience which included lease negotiations, administrative duties, provision of technical assistance, or operations reviews. Two of the required years of experience must have included administration or oversight of an on-going property control project or program.

Note: Some positions require contracting in a specialized area.