

Minimum Qualification Specification
for the Classes:

CONTRACTS ASSISTANT I
CONTRACTS ASSISTANT II

Basic Experience/Education Requirement:

Work experience that demonstrated the ability to read, comprehend and apply written directions, or a high degree of verbal skill. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis, but not necessarily on a full-time normal work basis. This requirement may also be met by graduation from high school or equivalent.

Experience Requirement:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (years)
Contracts Assistant I	3
Contracts Assistant II	4

Specialized Experience: Responsible experience in preparing or processing contracts, specifications and related legal instruments or notices requiring the knowledge and application of pertinent laws, policies and procedures.

The applicant's experience must show that they possess the knowledge and the proper application of specification writing, drafting of contracts and legal notices, and contract letting, including but not limited to the advertisement for bids, instructions to bidders, proposals, contract and bond forms.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that s/he has the ability to perform the duties of the position for which s/he is being considered.

Substitution Allowed:

Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours of coursework that covered contracts may be substituted for one (1) year of Specialized Experience.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes CONTRACTS ASSISTANT I and II that were approved on May 5, 1970.

DATE APPROVED: 12/23/08

Marie C. Laderta
for MARIE C. LADERTA
Director of Human Resources Development