

QUALIFICATIONS

U.S.Postal Service

**CONTRACT TECHNICIAN (P7-07)
OCCUPATION CODE: 1102-01XX**

BARGAINING UNIT QUALIFICATION STANDARD1102
(1102-01XX)

CONTRACT TECHNICIAN

DOCUMENT DATE: MARCH 16, 2019**FUNCTION:**

Assists in the tasks of soliciting, negotiating, administering, and terminating of informal and formal contracts.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals relevant to the position.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications in contracts.

B-22. Ability to perform basic arithmetic computations to include percentages.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-44. Ability to personally resolve problems of a routine nature.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

EXPERIENCE REQUIREMENTS:

Applicants must have one year of experience in such areas as procurement property and supply assistant, procurement clerk, or any related area resulting in experience in basic purchasing or solicitation techniques.

Business courses in a relevant area at high school level or above may be substituted for the required experience at the rate of three months of experience for each completed course. Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

Applicants must demonstrate the ability to type at a rate of 30 net words per minute for five minutes. This must be demonstrated by successful completion of Postal Service Test 713.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform effectively the duties of the position.

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