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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70191**

**CONTRACT EVALUATOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Contract Evaluator may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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### Summary of Essential Duties

The primary purpose of the Contract Evaluator position is to evaluate, write and develop contracts, and other related documents for the agency. In addition, the Contract Evaluator is responsible for preparing various reports and records including financial statements, vouchers, bids, quotes and specifications.

#### Duties

- Frequency: 65% +/- 15%
- I. Evaluates, writes and develops contracts, and other related agency documents.
- Frequency: 30% +/- 10%
- II. Prepares and maintains various agency financial records and reports.
- Frequency: 5% +/- 2%
- III. Performs various clerical duties.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
CONTRACT EVALUATOR**

<b>DUTY</b>	<b>KNOWLEDGE</b>	<b>SKILLS</b>	<b>ABILITIES</b>
<b>I</b>	Office practices and procedures; Word processing; Agency computer systems (e.g., PET); Typing principles; Mail procedures; Accounting and bookkeeping principles; Negotiation practices; Local, State and Federal laws and regulations concerning all aspects of contract development, revision, evaluation and implementation; Contract development, revision, evaluation and implementation; Bank procedures; Intermediate mathematical principles.	Word processing; Negotiation; Oral communication; Typing/data entry; Writing; Operating computer systems.	Perform mathematical and accounting operations; Perform a full range of standard clerical assignments; Perform all aspects of contract development, revision, evaluation and implementation according to Local, State and Federal laws and regulation; Negotiate with others; Use computers; Enter data into computer (i.e., type); Maintain accurate records; Work independently; Write technical reports; Prepare correspondence; Interpret technical material.
<b>II</b>	Intermediate mathematical principles; Accounting and bookkeeping principles; Office practices and procedures; Financial report writing; Typing principles; Word processing functions.	Writing; Word processing; Typing/data entry; Organization.	Complete various financial reports; Perform billing functions; Perform intermediate mathematical operations; Enter data into computer (i.e., type); Use computers; Maintain accurate records; Work independently.
<b>III</b>	Office practices and procedures; Typing principles; Word processing functions; Administrative practices.	Typing; Word processing; Writing; Organization.	Perform a variety of administrative/clerical tasks (e.g., prepare correspondence, file reports); Enter data into computer (i.e., type); Use computers.



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### **Minimum Qualifications**

- Completion of undergraduate major core coursework in business administration with a focus on legal studies or related field. Also requires one year of experience in contract writing and negotiation.
  
- Or three courses or eighteen months experience in business law, two courses or twelve months experience in accounting, one course or six months experience in written communication for business, one course or six months experience in finance, and one course or six months experience in typing, keyboarding or word processing.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks to injuries involving an office setting, such as tripping and falling, do exist.