

EDITED KSAPC LISTING

CLASSIFICATION: BUSINESS SERVICE ASSISTANT (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of English grammar and punctuation as it relates to the preparing of internal/external correspondence, justifications, letters to vendors, and scope of services to communicate in writing with others.
K2.	Comprehensive knowledge of procurement principles and practices to effectively perform daily duties.
K3.	Comprehensive knowledge of financial record keeping to effectively maintain and disseminate procurement and contracting information to others.
K4.	Comprehensive knowledge of equipment, supplies and the resources available for procurement, contracting, and maintenance to effectively perform the daily duties.
K5.	Basic knowledge of the contracts/service and expenses (S&E) orders to effectively process contracts/S&Es.
K6.	Advanced knowledge of the bid process to ensure appropriate vendors are included for the identified scope of services/specifications.
K7.	Basic knowledge of the non-competitive bids (NCB) process to ensure compliance with state rules covering vendor selection.
K8.	Basic knowledge of mandated laws, rules, and regulations governing the Disabled Veterans Business Enterprise (DVBE) and Small Business (SB) participation and ensure compliance.
K9.	Basic knowledge of the Recycle Content Product (RCP) process to identify reportable categories and RCP content and to ensure compliance.
K10.	Basic knowledge of contract specifications/scope of work to determine whether the service/equipment provided is in compliance with agreements.
K11.	Comprehensive knowledge of spreadsheets and databases (i.e., Business Information Systems {BIS}, service logs, property control, etc.) used in the procurement process to track, report and procure commodities/goods and services.

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KSAPC Statements	
Ability to:	
A1.	Communicate effectively to exchange information and/or provide direction to others.
A2.	Learn rapidly and retain knowledge recently learned in the workplace to comply with changing business practices.
A3.	Understand and follow direction to accurately carry out work assignments in a timely manner.
A4.	Analyze data accurately to come to logical solutions while accomplishing daily activities.
A5.	Reason logically to make sound decisions and recommendations as it relates to procurement activities.
A6.	Maintain the confidence, cooperation, and trust of those contacted during the course of work to accomplish daily activities.
A7.	Utilize good work habits to efficiently and effectively perform daily duties.
A8.	Interpret and implement established and/or new procurement policies and procedures to comply with laws, rules, and regulations.
A9.	Monitor, review, and track contracts/service and expenses (S&E) orders to prevent lapse of services.