

Applicable SCCOE policies, rules and regulations.
Strong organizational skills.
Strong written and oral communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Microsoft Office applications.

ABILITY TO:

Perform a variety of skilled duties in the review and processing of contracts and other related documents to ensure compliance and minimize risk.
Review and ensure executed contractual agreements and conditions meet requirements.

