

Title: Programs and Contracts Technician I	Effective Date: May 11, 2012	Grade: VIII	Job Category: Technician
Prior Title: Contract Technician	Prior Effective Date: August 24, 2007	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for maintaining prequalified contractors database, for maintaining lists of contractors and suppliers, and for the flow and disposition of technical documents.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Maintain prequalified contractors database by:
 - Instruction to new contractors on how to become prequalified and supplying the necessary forms.
 - Notification to existing prequalified contractors of imminent expiration of prequalification.
 - Receipt and handling of prequalification documents for new or renewed prequalifications.
 - Update of prequalified contractor information.
- Maintain contractor and supplier mailing lists for mailing notices to contractors, award lists, and other announcements.
- Assist in the preparation of proposal and contract documents.
- Check proposal and contract documents for accuracy and completeness.
- Provide special assistance in any way needed during peak workload periods.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Knowledge in office procedures and records, and good command of business English and mathematics. Familiarity with Microsoft Word, Excel and Access preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

