

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

CHARACTERISTICS OF WORK

This position is responsible for the assembly, or supervision thereof, of bid proposals, contracts and related documents and for the flow and disposition of many 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.

- Assemble bid proposals, contracts, agreements and many other various documents originating in the Division.
- Assist in release to contractors of bid proposals and plans in accordance with laws, Commission policy and other directives.
- Distribute and receive contract documents, including tracking status and checking for completeness of required documents.
- Compile data.
- Handle or dispatch data requests, billings and interoffice communication.
- 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. Experience as Programs and Contracts Technician I desired.

("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.

