



Contract Technician I

Salary Group: A09

Class Code: 1970

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT TECHNICIAN I	1970	A09	\$23,781 - \$34,859
CONTRACT TECHNICIAN II	1972	A11	\$26,332 - \$41,355
CONTRACT TECHNICIAN III	1974	A13	\$29,439 - \$46,388

GENERAL DESCRIPTION

Performs entry-level contract assistance and review work. Work involves preparing and reviewing contract material, verifying billings for fiscal accuracy and completeness, and preparing reports on contract development and management. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides assistance in the development and preparation of contracts and amendments.

Reviews contracts and related amendments and verifies that contract data meets legal and fiscal requirements.

Reviews contract billings and notifies the appropriate officials of errors requiring correction.

Maintains a record of expenditures for each contract by program activity code.

Maintains and monitors contract ledgers reflecting expenditures.

Maintains contract file information and/or enters contract data into contract management database.

Gathers statistical information and compiles reports and charts reflecting the status of the contract activity.

May assist in training and assisting contractors in billing procedures.

May assist in visiting contract agencies to review the completeness of eligibility documentation to ensure compliance with eligibility policies and procedures.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in contract review or procurement work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures, and of contract management policies and procedures.

Skill in the use of a computer and applicable software.

Ability to collect, analyze, and interpret technical information; to make arithmetical computations and tabulations; to understand and follow instructions; and to communicate effectively.