



Contract Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CONTRACT TECHNICIAN	1974	A13	\$35,439 - \$52,388

GENERAL DESCRIPTION

Performs highly complex (senior-level) contract assistance and review work. Work involves assisting with preparing and reviewing contract materials, contract monitoring, verifying billings for fiscal accuracy and completeness, and maintaining contract files. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Contact Technician is intended for employees who provide technical administrative support and assistance to contract agencies and to professional agency staff performing contract work. While working with professional contract staff, Contract Technicians learn how to apply theories and principles of the professional field. Employees who independently perform professional contract work such as developing, evaluating, and monitoring contracts may be more appropriately classified as a Contract Specialist.

EXAMPLES OF WORK PERFORMED

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

Provides contract agencies with changes in eligibility criteria and forms.

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

Reviews reports of statistical information and ensures that data accurately reflects the status of contract activity.

Maintains expenditure ledgers and statistical information on each contract agency and prepares status reports.

Maintains and reviews contract files and reviews and/or verifies contract data included in contract management database.

Accompanies professional contract staff on visits to contract agencies to review the completeness of eligibility documentation, fee policies, and attendance records to ensure compliance with eligibility policies and procedures.

Assists with resolving billing problems with contract agencies.

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 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 identify problems and plan corrective actions; to understand and follow instructions; to gather specific data from documentation systems; and to communicate effectively.