

**DESCRIPTION:** Under general supervision, performs technical support work in the review of contractor's applications and status or other reports and/or in the coordination of the preparation and execution of contracts; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance level of the Highway Contracts class series. This series covers contract administration work ranging from routine to more varied and demanding assignments requiring increasing levels of knowledge, skills, and abilities, greater degrees of independence of action, and wider scope of impact of decisions made.

Positions at this level review contract related documents for conformance with Nebraska Department of Roads (NDOR) requirements, compile available technical information pertinent to bidding invitations, check and develop contracts status and close-out reports for contract conformance, billings for contracted goods or services, and maintain contract financial status information. Positions may assist in the preparation of contract specifications and collection of pricing levels and contract performance data. This class is distinguished from other levels in the series by requiring only general information and document processing knowledge and skills, and no complex analysis and interpretative judgment to assess the contents of contractor applications, contracts, and other engineering and legal documents for conformance.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares for execution and distribution, various contract documents to contractors, bonding companies and governmental agencies or jurisdictions; prepares reports and files pertinent to contracts, contractors, bonding and insurance companies, and the State and federal governments.

Checks to ensure that all legal requirements, pertinent to execution of various contracts, have been met.

Reviews submitted applications, documents and reports according to equal employment opportunity (E.E.O.) laws and/or State and federal rules and regulations.

Advises contractors of certification renewal; sends notification to contractors and local jurisdictions of award or rejection of contracts.

Assembles and runs copies of proposals, and sends letters with copies of proposals and contracts and bonds to contractors, bonding and insurance companies and governmental agencies.

Responds to questions from contractors and interested persons concerning the application process.

Receives, processes, and returns all proposal guarantees received at lettings.

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Prepares coding documents for payment of legal notices; processes cash deposits through the NDOR financial processes; approves E.E.O. reports for final pay out of a particular project.

Checks, codes, and files/retrieves correspondence, records, reports, applications, and other information using manual and electronic files/databases to facilitate the identification, processing, and/or filing/retrieval of these materials, and/or the control of databases.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: general contract documentation requirements; agency contracts terminology, practices, and procedures; State policies and regulations governing the administration of contracts; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; agency recordkeeping and database systems.

Ability to: communicate with others in person, by telephone, email, and correspondence; understand contract terms, requirements, and conditions; prepare understandable fiscal and status reports; organize, maintain, and interpret records of contracts performance; coordinate with contractor and other agency representatives and NDOR employees.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework/training in administrative/office support functions, procedures, and methods, including the operation of personal computers and office equipment.

OR

Experience in performing administrative/office/secretarial support work including use of personal computers and office equipment.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).