



**CLASS TITLE: RISK MANAGEMENT ADMINISTRATIVE ASSISTANT II**

**PAY GRADE: AT-28** | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

**Class Code: 6564**

**Effective Date: 3/23/2022**

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision of the HR Risk Manager, is responsible for providing administrative assistance and support work within the Human Resources (HR) Department, Risk Management division, including research, preparation, and maintenance of loss control efforts, fiscal related functions, learning management system administration, and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Provides administrative support of the City's learning management system; maintains safety training database, class information, employee training records, and integrity of transcripts
- Assists in planning/scheduling of training classes, logging attendance, loading class information, and registrar development
- Coordinates and maintains driver's license database
- Develops and maintains commercial property, liability, and public official insurance/bond inventory
- Develops and maintains insurance related contract database and inventory
- Coordinates and maintains construction, occupancy, protection, and exposure (COPE) information data on City-owned property
- Coordinates purchasing and accounts payable/receivable functions; supply orders, purchase orders, requisitions, invoice payments, charge back processing, sole source, and contracts
- Identifies, tracks and monitors budget needs and justification for the division/department
- Research projects, policies, procedures, and ordinances as assigned; conducts surveys, analyzes data, prepares/maintains various reports and files
- Attends committee meetings, prepares and submits notices, records, transcribes and distributes minutes
- Provides clerical and administrative support for policy revision /updates
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and four (4) years of increasingly responsible office or administrative experience including one (1) year handling confidential and/or complex information; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

**PAY INCREASE OPPORTUNITY**

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and one (1) year employment in the position.

Knowledge, Abilities and Skills: Knowledge of learning management and payroll systems; knowledge of office organization, practices, and procedures; knowledge of research methods and techniques; considerable knowledge of and skill in applying the rules of grammar, spelling and punctuation; and good knowledge of City and Department Policies and Procedures. Ability to work independently and under pressure; ability and willingness to maintain confidentiality; ability to analyze and interpret pertinent laws, policies, ordinances, and regulations; and the ability to utilize interpersonal skills to understand, select, develop and motivate people. Demonstrated skill in operating a personal computer, appropriate software applications and other office equipment; and skill in organizing, compiling and recording information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, balancing, crawling and handling; and vision, speech and hearing sufficient to perform



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the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Human Resources Management**