



CLASS TITLE | COUNCIL ADMINISTRATIVE ASSISTANT

PAY GRADE: CS-56 | www.cityoftulsa.org/pay

Effective Date: 07/22/2026

CLASS CODE: 6579

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for administrative assistance work including customer relations, department administration, personnel, fiscal, and operational records maintenance; and performs other related assigned duties.

ESSENTIAL TASKS:

- Serves as a central intake point for internal and external customers including greeting customers, phone calls, email, mail distribution, and performing appropriate follow-up through council office processes and systems
- Performs lead role in coordinating Authority, Board, and Commission confirmations for the City Council
- Conducts special projects as assigned, performs administrative tasks, and authors correspondence for senior level Council Office employees
- Serves as a lead role in one or more department administrative operations including payroll/personnel systems, annual budget development, records management, and travel coordination
- Monitors the use of various financial accounts and purchasing functions
- Assists in training other office personnel in administrative functions, systems, and software, as requested by management
- Prepares and maintains various reports and files
- Assists in developing, implementing, and enforcing policies, procedures, and required standards
- Reports 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: Must meet the following criteria::

1. (a) Graduation from high school or possession of a General Educational Development Certificate; **and**,
(b) Five (5) years of increasingly responsible experience in an administrative office environment; **including**
(c) One (1) year of customer service experience; **or**
2. (a) Completion of sixty (60) hours from an accredited college or university **or** two (2) years of technical school in a field relevant to the essential tasks outlined in this job description; **and**



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(b) Three (3) years of experience in an administrative office environment.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of modern business and office practices, procedures, methods and related equipment
- Considerable knowledge of business organization
- Considerable knowledge of indexing and filing procedures, particularly relating to the maintenance of official City records
- Considerable knowledge of legal requirements and procedures involved in the custody and use of official City records and in the conduct of City Council meetings
- Good knowledge of personnel record management, purchasing procedures, and budget preparation and management

Ability to:

- Collect, organize, and present complex technical data
- Analyze and interpret pertinent laws, ordinances, and regulations
- Write comprehensive reports
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers
- Effectively communicate both verbally and in writing
- Prioritize tasks and manage multiple responsibilities simultaneously
- Maintain a complex filing system and train subordinates in their use and care as assigned

Skill in:

- Operating a personal computer and related software
- Organizing, compiling and accurately recording information
- Customer service principles
- Planning and achieving the timely delivery of information and resources

Physical Requirements: Include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: The ability to obtain an Oklahoma Notary Public

WORKING ENVIRONMENT: Working environment is primarily in an office setting; and requires the use of a telephone and other office equipment for extended periods of time.



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EEO Code: N-06

Group: Clerical and Administrative

Series: Data Processing and Information Services