

## **CLASS TITLE: INTERNAL AFFAIRS COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for complex office management and general administrative work in the provision of services to the Tulsa Police Department's Internal Affairs Unit; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists the Internal Affairs Section Manager by relieving administrative detail
- Performs administrative duties for the Internal Affairs Unit
- Communicates directives of executive
- Coordinates the hiring, evaluating, training and discipline of new personnel within the department and section
- Supervises office personnel
- Evaluates staffing needs and coordinates work assignments
- Interviews, selects, supervises and coordinates the work of temporary office personnel
- Directs office personnel in performance of data collection and entry and reconciliation of reports
- Assists in training of office personnel
- Maintains the performance planning and review system, various databases, files and confidential records
- Develops and implements new procedures and methods to improve the effectiveness of the work unit
- Coordinates the design and implementation of the Internal Affairs Case Management computer system
- Coordinates with computer programmers to implement modifications and enhancements to existing records management systems
- Directs the organization and use of section's confidential record systems
- Conducts research, compiles complex data, analyzes data and prepares monthly and annual statistical reports
- Serves as secretary and authors correspondence
- Conducts research and prepares documents and various reports as needed
- 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 an accredited college or university with an associate's degree in business or public administration or a closely related field and two (2) years of general office experience in work involving confidential data, problem resolution, and report preparations; or a bachelor's degree in business or public administration or closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of research methods and techniques and methods of report presentation. Good knowledge of the principles and practices of business and office administration and personnel management. Good knowledge of the rules, regulations, and operating procedures of the Internal Affairs unit. Ability to solve administrative problems and to provide administrative assistance to an executive; ability to express oneself clearly and concisely, both verbally and writing; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirement: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, reaching, sitting, standing, balancing, kneeling, bending, handling, feeling, climbing, smelling, and twisting; vision, speech, and hearing sufficient to perform the essential tasks.

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

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

**Class Code: 6514**

**EEO Code: N-03**

**Pay Code: AT-23**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective date: November 08, 2001**