

## **CLASS TITLE: COMMUNITY ENGAGEMENT COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general directions, facilitates engagement, designs and develops educational materials and brochures, utilizes social media to disseminate information and to connect with citizens, initiates community outreach, creates collaborative opportunities, and cultivates relationships across diverse communities to strengthen the connections between the community and Municipal Courts; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Answers citizen questions regarding court processes, reviews eligibility for plea waivers and extensions of payments terms as well as referrals to community resources for assistance and driver's license restoration
- Plans, organizes, and implements effective and strategic education outreach activities and programs to assist in the reduction of cases in warrant and collection status
- Coordinate with the Communications Department to create an effective social media presence utilizing best practices and communication guidelines to support the mission of Municipal Courts
- Coordinates or assists with special projects, as determined by management
- Coordinates with the Communications Department to develop content for the productions of brochures, handouts, videos, and education materials to support the mission of Municipal Courts
- Conducts research, compiling complex data, and analyzes data to prepare and present regular reports to management regarding communication program outcomes
- Facilitates engagement and outreach opportunities, including planning and organizing public meetings, presentations, events, and other public facing activities on behalf of Municipal Courts
- 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: Completion of 120 hours from an accredited college or university and two (2) years of experience in a field relevant to the essential tasks of this job description or completion of 60 hours from an accredited college or university and four (4) years' experience in a field relevant to the essential tasks of this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Knowledge of diversity, equity, and inclusivity, including language and cultural sensitivity; knowledge of social media programs; knowledge of advanced computer software. Ability to think critically; ability to solve problems creatively and in a rapidly changing environment; ability to multitask; ability to take the initiative and self-start. Skill in communicating with diverse individuals across varying cultural, socioeconomic, and educational backgrounds; skill in writing utilizing various platforms and medias with an eye toward grammar and message creation and delivery.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; subject to walking, standing, sitting, reaching, bending, kneeling, climbing, fingering, repetitive motions, seeing, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver License.

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

**Class Code:** 2631  
**EEO Code:** E-02  
**Pay Code:** AT-32

**Group:** Cultural, Legal and Sciences  
**Series:** Municipal Court

**Effective Date: March 16, 2022**