



CLASS TITLE | INTERNAL AFFAIRS COORDINATOR

PAY GRADE: AT-23 | www.cityoftulsa.org/pay

Class Code: 6514

Effective Date: 12/20/2023

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

ESSENTIAL TASKS:

- Assists IA Unit management and investigators as requested by relieving administrative detail
- Performs administrative duties for the IA Unit and prepares Open Records Requests
- Communicates directives of executive and assists with general clerical and administrative tasks
- Evaluates staffing needs and coordinates work assignments
- Maintains the performance evaluation system, various databases, files and confidential records
- Assists with leading and coaching assigned personnel, including training development
- Assists in the preparation of personnel orders related to investigations and discipline, preparing reports for the IA Commander and Chief of Police
- Serves as IA Liaison to internal customers
- Develops and implements new procedures and methods to improve the effectiveness of the work unit
- Coordinates with computer programmers to implement modifications and enhancements to existing records management systems
- 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 one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) One (1) year of experience handling confidential or complex information and must be willing to sign a secrecy/confidentiality memorandum of understanding
2. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) One (1) year of experience handling confidential or complex information and must be willing to sign a secrecy/confidentiality memorandum of understanding

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of research strategies, 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 principles, practices, and techniques of the IA Unit



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Ability to:

- Solve administrative problems and provide administrative assistance to executive personnel
- Communicate effectively both verbally and in writing
- Perform research and present findings, both verbally and in writing
- Understand and influence the behavior of internal and external customers from various diverse backgrounds in order to achieve work objectives and cause action or understanding

Physical Requirements: 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" Driver license.

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

EEO Code: N-03

Group: Clerical and Administrative

Series: General Administrative