

## **CLASS TITLE: COST ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for developing and implementing the cost administration plan and performing cost administrator duties for the Municipal Court and general administrative work. Assists with collection activities, maintains databases, completes various reports, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Conducts research, compiles complex data, analyzes data and prepares and/or presents regular reports
- Maintains records and files
- Reviews cases for compliance with court orders and gathers contact information
- Acts as department liaison with other City departments, and outside agencies
- Maintains, tracks, and audits various accounts for collections
- Assists employees and the public with questions utilizing City Personnel Policies and Procedures Manual providing customers with the highest quality services possible
- Recommends solutions to office management problems
- Provides accurate legal documentation for the Department of Public Safety
- Prepares documentation for issuance of non-compliance court order warrants
- Leads assigned staff as required
- 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 criminal justice, business or public administration, or a closely related field, and four (4) years of progressively responsible experience in court, legal and/or office administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; knowledge of Municipal Court Rules and Regulations, state law, city ordinances and city charter; considerable knowledge of word processing, databases, and/or spreadsheet software packages at a complex technical level; ability to maintain accurate, legible case files in a database; considerable knowledge of office practices and procedures; and good knowledge of City and department Policies and Procedures. Ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; ability to understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding. Skill in the application of effective customer service principles; skill in operating a personal computer, typewriter, and word processor and other office equipment; skill in organizing, compiling, and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

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

**WORKING ENVIRONMENT:** Working environment is primarily in an office setting; requires the use of a telephone and other office equipment, and may be required to work overtime.

**Class Code: 6550**

**EEO Code: E-02**

**Pay Code: AT-32**

Page 2 (continued from Cost Administrator)

**Group: Clerical and Administrative**  
**Series: Personnel Management**

**Effective Date: September 20, 2017**