
INTERNAL CAREER OPPORTUNITIES

A WEEKLY PUBLICATION OF THE EMPLOYMENT OFFICE

CLOSING DATE FOR ALL JOBS LISTED:

May 1, 2015

Internal application and bulletins are available on the City of Tulsa Intranet site.

****NOTICE** TRANSCRIPT REQUIRED**

Effective February 1, 2004, all internal applicants must have an original or verified copy of the college or high school transcript in your human resources personnel file by the closing date of the position, or a transcript may be attached to your internal promotional application when submitted.

Applicants will not be considered for promotional opportunities if a transcript is not provided as indicated above.

“AN EQUAL OPPORTUNITY EMPLOYER”

How to Respond

- * The asterisk denoted on job advertisement(s) indicates a clarification of the official job description.
- Fill out Internal Promotion Application COMPLETELY! A resume may be attached, but it is not a substitute for completing the application.
- Applicants must possess at least half of the educational requirement to be considered unless otherwise required in the job description.
- It is considered excessive to use more than 80 hours of sick leave per calendar year.
- Applicants must accrue two (2) days of sick leave for every year they have worked.
- You must present your application to the Employment Office by 5 p.m. on the date listed above as the "CLOSING DATE".
- After a certification has been made, the Employment Office will return a copy of your application to you indicating whether or not you were certified for the position.
- INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE APPLICANT!
- If you have applied for a position and are planning to take a vacation, inform the Employment Office before you leave. We will not hold up the selection process, unless we have prior knowledge of your vacation plans.
- Promotional consideration shall not be given to employees with a total assessment in excess of seven (7) points during the previous two (2) years of driving experience with the City of Tulsa.
- The average time to fill a position internally is 24 working days. You will be contacted by the assigned analyst if it is determined you meet the criteria to be interviewed.
- Reasonable accommodation can be made to enable an individual with a disability to perform essential job functions.

COT Policy and Procedure Assessment

- Current revised policies and procedures are located on the intranet – Click on 'Doc Library,' then 'Human Resources,' then 'Policies' and then "HR Personnel Policies."

Professional

CUSTOMER SERVICE SUPERVISOR II- (2-Positions)

Position Code: 2166-0005EFW

Streets & Stormwater, Stormwater & Land Mgmt., Administration

Position Code: 2166-0004EFW

Streets & Stormwater, Streets & Traffic, Administration

Pay Grade: EX-28 / Salary Range: \$1,466.40 - \$2,419.56/Bi-Weekly

General Purpose:

Under general supervision is responsible for supervising a medium to large customer service/dispatch center work unit providing services for customers of the City's public utilities; and performs other related assigned duties.

Essential Job Functions:

- Coordinates, assigns, and supervises the work of customer service representatives
- Coordinates and supervises the activities of radio/telephone dispatchers and service order personnel
- Assists subordinates with difficult decisions regarding information given to the public and information pertaining to field/personnel policies and procedures
- Coordinates the hiring, evaluating, training, and discipline of new personnel within department and section guidelines subject to section manager review and approval
- Prepares work schedules
- Performs the administrative duties for the Public Works Maintenance Management System

- Maintains records and prepares various statistical reports
- Assists in the design and implementation of the Collection System Management (CSM) computer system
- Assists CSM users through troubleshooting of problems
- Resolves the difficult customer inquiries and complaints
- Assists in the preparation and tracking of the departmental budget
- Maintains the performance planning and review system
- 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.

Minimum Requirements:

Graduation from an accredited college or university with an associate's degree in business or public administration, and three (3) years of general office experience in work involving extensive public contact, including two (2) years of experience handling customer complaints and one (1) year of experience as a supervisor or lead worker, or a bachelor's degree in business or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Considerable knowledge of the function and operation of the Customer Service Section of the Public Works Department; good knowledge of City ordinances pertaining to City utilities (water, sewer, refuse, stormwater, collection, etc.); good knowledge of principles and practices of supervision; and knowledge of bookkeeping and general office practices. Ability to write clearly and concisely; ability to operate a personal computer; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

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; may be subject to sitting for extended periods of time, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require possession of a Class "C" Water Operator's License as issued by the Department of Environmental Quality (DEQ).

Skills Test Required:

Assessments may be administered

Working Environment:

Working environment is primarily indoors in an office setting requires some travel to various City locations for supervision of subordinates; and may require irregular work hours.

TREASURY ANALYST I – Position Code: 5337-0001KV

Finance, Revenue Processing

Pay Grade: AT-32 / Salary Range: \$19.33 - \$31.89/Hr.

General Purpose:

Under direction is responsible for work involving daily Treasury operations; various financial analyses, preparation of summary activity reports, and documentation duties related to Treasury functions; and performs other related assigned duties.

Essential Job Functions:

- Investigates, analyzes, and oversees the security and liquidity status of City investment options and various financial institutions
- Provides recommendations and participates in the purchase, sale, and transfer of funds and investment securities
- Tracks, collects, and ensures the processing of incoming revenue payments received by the City

- Coordinates transactions and fund transfers with banks, savings and loans, and brokerage firms
- Coordinates bond sale document preparation and monitors arbitrage regulations relative to bond issues
- Tracks and records investments, City revenue bonds, and debt services payments to provide support for City department payment requests and other financial obligations of the City
- Acts in place of supervisor in his/her absence or as requested
- Coordinates, monitors, and reconciles daily revenue processing activities for utilities, Municipal Court, general revenue, and PALS and related host systems
- Handles extensive customer contact and assists them in resolving problems
- Reviews activity for trends and errors
- Monitors section supplies and equipment
- Provides assistance to other Treasury staff in performance of their duties and resolution of related problems
- 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.

Minimum Requirements:

Graduation from an accredited college or university with a bachelor's degree in finance, accounting, business or public administration; and two (2) years of related experience with an emphasis in cash management and financial analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Good knowledge of cash management and financial analysis principles and procedures, accounting, and bookkeeping procedures; good knowledge of the investment market and financial organizations; some knowledge of computer system applications; and some knowledge of public administration principles. Ability to maintain and direct maintenance of detailed financial records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Strong PC skills to include word processing and spreadsheet applications.

Physical Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to five pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

Possession of a valid Oklahoma Class "D" Operator's License.

Skills Tests Required:

Word, Excel and Access assessments will be administered.

Working Environment:

Working environment is primarily indoors in an office setting with some overtime required.

PUBLIC DEFENDER ATTORNEY I (PART-TIME)-Position Number: 3335-0002SN

Municipal Courts, Court Services

Pay Grade: CA-01 / Salary Range: \$30.01-\$48.02/Hr.

General Purpose:

Under direction provides legal work assisting the Chief Public Defender in the defense of indigent citizens with ordinance violations in Municipal Court; and performs other related assigned duties.

Essential Job Functions:

- Consults with and assists other attorneys in the Public Defenders Office with caseload management
- Reviews charges filed against clients
- Assists in analyzing problems faced by the Public Defenders Office
- Interviews witnesses in preparation of trial
- Advises individual clients on questions of law and legal procedures
- Tries jury and non-jury trials in court

- Drafts and argues motions
- Renders verbal and written legal opinions
- Keeps abreast of state and federal legislation affecting criminal law
- Advises in-custody defendants prior to first court appearance
- Conducts plea negotiations with prosecutor
- Prepares pleadings and briefs for appellate purposes
- Performs legal research

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Minimum Qualifications:

Graduation from an accredited School of Law, and two (2) years of experience in the practice of law.

Good knowledge of municipal, state, federal, and common law; good knowledge of the methods of legal research; good knowledge of judicial procedures and rules of evidence; and some knowledge of statute law and court decisions affecting municipal government. Ability to prepare and try misdemeanor cases in court; ability to write clearly and concisely; ability to verbally communicate in an effective manner; and the 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 Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

Possession of a valid license to practice law in the State of Oklahoma.

Skills Tests Required:

Writing and/or physical skills assessments may be administered as needed for each position.

Working Environment:

Working environment is primarily indoors in an office setting requires some travel to various locations within the City of Tulsa to visit clients, interview witnesses, and conduct investigations. ****PART-TIME POSITION**** Hours: 8:00 AM - 12:00 PM.

TREASURY ANALYST I – Position Code: 5337-0007KV

Finance, Audit & Collections

Pay Grade: AT-32 / Salary Range: \$19.33 - \$31.89/Hr.

General Purpose:

Under direction is responsible for work involving daily Treasury operations; various financial analyses, preparation of summary activity reports, and documentation duties related to Treasury functions; and performs other related assigned duties.

Essential Job Functions:

- Investigates, analyzes, and oversees the security and liquidity status of City investment options and various financial institutions
- Provides recommendations and participates in the purchase, sale, and transfer of funds and investment securities
- Tracks, collects, and ensures the processing of incoming revenue payments received by the City
- Coordinates transactions and fund transfers with banks, savings and loans, and brokerage firms
- Coordinates bond sale document preparation and monitors arbitrage regulations relative to bond issues
- Tracks and records investments, City revenue bonds, and debt services payments to provide support for City department payment requests and other financial obligations of the City
- Acts in place of supervisor in his/her absence or as requested

- Coordinates, monitors, and reconciles daily revenue processing activities for utilities, Municipal Court, general revenue, and PALS and related host systems
- Handles extensive customer contact and assists them in resolving problems
- Reviews activity for trends and errors
- Monitors section supplies and equipment
- Provides assistance to other Treasury staff in performance of their duties and resolution of related problems
- Must report to work on a regular and timely basis

***Additional Job Functions:**

- *Identify and visit businesses to obtain sales and use tax related information and inspect permits**
- *Work with intra-city departments and outside agencies to share records and coordinate inspection activities**
- *Assist in the review and analysis of sales and use tax data**
- *Assist in the preparation and analysis of financial and statistical reports related to City revenues**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Minimum Requirements:

Graduation from an accredited college or university with a bachelor's degree in finance, accounting, business or public administration; and two (2) years of related experience with an emphasis in cash management and financial analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Good knowledge of cash management and financial analysis principles and procedures, accounting, and bookkeeping procedures; good knowledge of the investment market and financial organizations; some knowledge of computer system applications; and some knowledge of public administration principles. Ability to maintain and direct maintenance of detailed financial records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Strong PC skills to include word processing and spreadsheet applications.

Physical Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to five pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

Possession of a valid Oklahoma Class "D" Operator's License.

Skills Tests Required:

Word and Excel assessments will be administered.

Working Environment:

Working environment is primarily indoors in an office setting with some overtime required.

Office Support and Technical

OFFICE ADMINISTRATOR I- Position Code: 2174-0269EFW

Police, Laboratory Division, Administration

Pay Grade: OT-17 / Salary Range: \$15.41-\$21.27/Hr.

General Purpose:

Under general supervision performs administrative or clerical duties requiring advanced technical knowledge and administrative skills, requiring independent judgment on a frequent basis, and other related assigned duties

Essential Job Functions:

- Writes and edits memos, letters, and general correspondence to departmental personnel
- Utilized advanced computer software packages to create and maintain database information
- Assists with and/or coordinates the department budget preparation and documentation
- May assist employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments and divisions
- Assists with the development and administration of office procedures
- Assists with projects and/or research
- Maintains, schedules, and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Performs lead responsibilities
- Provides backup support
- 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.

Minimum Requirements:

Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by twenty (20) college hours from an accredited college or university and one (1) year of experience as an Office, Assistant Level III; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Applicant must have completed nine (9) hours of accredited coursework as specified in the Office Assistant/Administrator Progression Criterion Document. Years of experience may not be substituted for the specified coursework.

Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; considerable knowledge of word processing, database, and/or spreadsheet software packages; considerable knowledge of office practices and procedures; and good knowledge of City and Department Policies and Procedures in some positions. Ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; ability to pass the Office Assistant/Administration Progression Personnel Policy and Procedures test if deemed necessary by the department; 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. Applicant must possess skill in operating a personal computer, typewriter, and/or word processor and other office equipment; and skill in organizing, compiling and recording information. For external candidates, required skills tests as listed on the Office Administrator Level I, Office Assistant/Administration Progression Criterion document must be passed within the probationary period.

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:

None required.

Skills Test Required:

Assessments may be administered

Working Environment:

Working environment is primarily an office setting; requires the use of a telephone and office machines; and may be required to work overtime.

ACCOUNTS PAYABLE CLERK – Position Code: 2182-0004AKV

Finance, Accounts Payable

Pay Grade: OT-17 / Salary Range: \$15.41 - \$21.27/Hr.

General Purpose:

Under general supervision performs responsible functions involving payment of City of Tulsa financial obligations to ensure accurate and timely processing of invoices and other related assigned duties.

Essential Job Functions:

- Performs data entry and complete processing of a high volume of payable invoices, contract encumbrances and blanket purchase orders
- Answers questions and inquiries from departments, employees, vendors, and contractors concerning accounts and invoices
- Reviews and verifies accuracy of documentation accompanying invoices, contract encumbrances and blanket purchase orders
- Matches purchase orders to invoices for payment to be processed
- Reviews paperwork for correct account coding and appropriate approvals prior to processing
- Prepares daily receipt reports
- Processes employee travel authorizations in a timely manner
- Files and maintains records of all transaction within the Account Payable section
- Serves as primary contact to a department (s) on all accounts payable matters
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Minimum Requirements:

Graduation from a high school or possession of a General Educational Development Certificate (GED), including twenty (20) hours of college coursework in bookkeeping and accounting related subjects, and two (2) years of experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Good knowledge of the principles, methods and practices of bookkeeping; good knowledge of City of Tulsa Policies and Procedures; good knowledge of modern office methods and procedures; and knowledge of word processing and/or database software packages. Ability to operate standard office machines; ability to understand and follow instructions in regard to accounts payable problems; and the 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. Skill in the operation of personal computers and/or word processors.

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 20 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

None required.

Skills Tests Required:

Word and Excel assessments will be administered.

Working Environment:

Working environment is primarily indoors in an office setting; and requires use of telephone and other office equipment.

OFFICE ADMINISTRATOR- LEVEL II – Position Code: 2175-0163KV

Working In Neighborhoods, Administration

Pay Grade: OT-18 / Salary Range: \$16.47 - \$24.21/Hr.

General Purpose:

Under general supervision performs administrative or clerical duties requiring specialized skills and in-depth knowledge of job-related aspects of the organization and other related assigned duties.

Essential Job Functions:

- Utilizes advanced computer software packages to develop correspondence, produce reports, and maintain records
- Coordinates projects
- Recommends solutions to office management problems
- Leads projects and/or research
- Performs lead responsibilities including training and scheduling
- Coordinates the preparation of the annual departmental budget
- Pays and tracks departmental bills by processing payment requests
- Schedules and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Researches accounts
- Assists employees and the public with questions utilizing the City Personnel Policies and Procedures Manual

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Minimum Requirements:

Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by completion of forty (40) college hours from an accredited college or university; and one (1) year as an Office Administrator - Level 1; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128

Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; considerable knowledge of word processing, database, and/or spreadsheet software packages; 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 in order to achieve job objectives and cause action or understanding. Skill in operating a personal computer, typewriter, and/or 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:

None required.

Skills Tests Required:

Assessments will be administered.

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.

LEGAL SECRETARY II – Position Code: 2862-0001KV (NBU)

Legal, Litigation

Pay Grade: OT-18 / Salary Range: \$16.47 - \$24.21/Hr.

General Purpose:

Under general supervision is responsible for performing advanced spreadsheet, word processing and complex administrative and detailed clerical duties for one or more attorneys, and other related assigned duties.

Essential Job Functions:

- Performs word processing and maintains a Legal Department database in connection with a variety of municipal legal proceedings
- Prepares pleadings, ordinances, resolutions and other legal and technical documents as required
- Prepares contracts and related correspondence and documents
- Composes a variety of legal documents, letters and requests
- Performs detailed clerical duties for one or more attorneys, and may include transcribing dictation
- Performs complex administrative tasks and may include budget/operations-related administration matters
- Responds to varying and sometimes difficult questions and complicated issues from internal clients and external customers
- Prepares and maintains records/information and compiles reports for City elected officials and department heads
- Creates, updates, tracks and maintains legal record logs, extracting pertinent information and preparing synopsis of lawsuits/legal issues
- Maintains calendars for one or more attorneys, including lawsuit deadlines, deposition and trial and arbitration witness scheduling and pleadings filed in various courts and agencies
- Updates Tulsa Revised Ordinances, ensuring consistent citation form
- Coordinates document production and exhibit preparation in cases involving large numbers of documents, to include copying, scanning, Bates stamping and electronic storage
- Utilizes advanced computer software packages
- 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.

Minimum Requirements:

Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by completion of forty (40) hours from an accredited college or university; and three (3) years of experience working as a legal secretary; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Legal Secretary Progression Criterion document for additional requirements.

Comprehensive knowledge of business English, spelling and commercial arithmetic; comprehensive knowledge of legal terminology, format of legal documents and proceedings; and considerable knowledge of modern office practices. Ability to compose routine business correspondence, organize and maintain files related to legal work performed by attorneys; ability to work independently; ability to transcribe dictation and/or perform word processing with speed and accuracy; ability to take initiative within level of responsibility, make sound decisions related to tasks, take appropriate course of action and responsibility for accuracy, errors and end results; ability to understand and follow verbal and written instructions; ability to understand professional confidentiality requirements and the willingness to maintain confidential information; ability to communicate effectively both verbally and in writing; and the ability to understand and influence others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

None required.

Skills Tests Required:

Assessments will be administered.

Working Environment:

Working environment is primarily indoors.

LEGAL SECRETARY II – Position Code: 2862-0001KV (NBU)

Legal, Litigation

Pay Grade: OT-18 / Salary Range: \$16.47 - \$24.21/Hr.

General Purpose:

Under general supervision is responsible for performing advanced spreadsheet, word processing and complex administrative and detailed clerical duties for one or more attorneys, and other related assigned duties.

Essential Job Functions:

- Performs word processing and maintains a Legal Department database in connection with a variety of municipal legal proceedings
- Prepares pleadings, ordinances, resolutions and other legal and technical documents as required
- Prepares contracts and related correspondence and documents
- Composes a variety of legal documents, letters and requests
- Performs detailed clerical duties for one or more attorneys, and may include transcribing dictation
- Performs complex administrative tasks and may include budget/operations-related administration matters
- Responds to varying and sometimes difficult questions and complicated issues from internal clients and external customers
- Prepares and maintains records/information and compiles reports for City elected officials and department heads
- Creates, updates, tracks and maintains legal record logs, extracting pertinent information and preparing synopsis of lawsuits/legal issues
- Maintains calendars for one or more attorneys, including lawsuit deadlines, deposition and trial and arbitration witness scheduling and pleadings filed in various courts and agencies
- Updates Tulsa Revised Ordinances, ensuring consistent citation form
- Coordinates document production and exhibit preparation in cases involving large numbers of documents, to include copying, scanning, Bates stamping and electronic storage
- Utilizes advanced computer software packages
- 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.

Minimum Requirements:

Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by completion of forty (40) hours from an accredited college or university; and three (3) years of experience working as a legal secretary; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128. Refer to the Legal Secretary Progression Criterion document for additional requirements.

Comprehensive knowledge of business English, spelling and commercial arithmetic; comprehensive knowledge of legal terminology, format of legal documents and proceedings; and considerable knowledge of modern office practices. Ability to compose routine business correspondence, organize and maintain files related to legal work performed by attorneys; ability to work independently; ability to transcribe dictation and/or perform word processing with speed and accuracy; ability to take initiative within level of responsibility, make sound decisions related to tasks, take appropriate course of action and responsibility for accuracy, errors and end results; ability to understand and follow verbal and written instructions; ability to understand professional confidentiality requirements and the willingness to maintain confidential information; ability to communicate effectively both verbally and in writing; and the ability to understand and influence others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to perform routine filing and to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

None required.

Skills Tests Required:

Assessments will be administered.

Working Environment:

Working environment is primarily indoor.

Labor and Trade

UTILITY SERVICE WORKER III- Position Code: 7314-0003SN

Water and Sewer, Water Distribution, Meter Shop

Pay Grade: LT-16 / Salary Range: \$15.04-\$20.30/Hr.

General Purpose:

Under general supervision works independently as a one-man, small or larger crew performing technical diagnosis, maintenance, installation and field repairs to residential/light commercial water meters, AMR devices and service lines and other related assigned duties.

Essential Job Functions:

- Diagnoses, tests, installs, removes, replaces and makes field repairs to small water meters and service lines, ensuring compliance with Oklahoma Underground Facilities Protection Act and ODEQ/OSHA regulations
- Repairs/replaces service lines, curb stops and meter setters/cans, ensuring proper service operation
- Acts as competent person to eliminate hazards in trenching and confined space operations, maintaining worksite safety
- Troubleshoots, tests, repairs, programs and installs Automated Meter Reading (AMR) devices
- Inspects, diagnoses and corrects/resolves extreme water bill/leak/low pressure/no water complaints and reports/corrects meter tampering violations
- Assesses situation and determines most cost effective method and materials needed to resolve problem and meet quotas and deadlines
- Maintains inventory and detailed records, including work orders, safety permits, credit work and material checkout/paving cut/trench forms
- Performs semiskilled pipefitting, welding, plumbing and masonry in utility services repair and maintenance activities
- Operates and maintains a variety of heavy automotive equipment
- May work as a member of a crew on special projects or as a working lead multiple one-man crews when required
- Cross trains in higher classifications
- 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.

Minimum Qualifications:

Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of heavy manual labor experience to include mechanical equipment repair or plumbing experience; preferably supplemented by completion of six (6) accredited college hours; including one (1) year of experience as an Utility Service Worker II; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Good knowledge of manual work practices, methods, hazards and materials used in the repair and maintenance of residential and light commercial water meters; and good knowledge of the hazards and safety precautions of the work and the water distribution system. Ability to detect and diagnose defects in water meters, make repairs/replacement and ensure proper operation; ability to properly utilize plumbers tools and appropriate repair materials; ability to work on a small crew or independently and plan work projects meeting quotas; ability to communicate effectively and deal with irate customers on a daily basis; ability to maintain detailed work records,

utilizing appropriate computer applications; ability to perform complex mathematical calculations; ability to perform tasks under generally unfavorable conditions such as extreme heat, cold, wetness in a confined space and extremely awkward positions; and the 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. Skilled in the use and care of laptop computer, hand tools and small power equipment.

Physical Requirements:

Physical requirements include standing and walking; frequent lifting up to 60 pounds and occasional lifting up to 80 pounds; frequent carrying up to 60 pounds and occasional carrying up to 80 pounds; frequent pushing up to 20 pounds and occasional pushing up to 60 pounds; frequent pulling up to 20 pounds and occasional pulling up to 60 pounds; frequent balancing, bending, reaching, kneeling, crawling, handling, climbing, and twisting; occasional feeling and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates:

Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with an "N" endorsement within 6 months of hire date; must obtain a Class "D" Water License from the Oklahoma Department of Environmental Quality (ODEQ) within 6 months of hire date; and Confined Space Entry, Trenching and Shoring Certification as a competent person.

Skills Tests Required:

Writing and/or physical skills assessments may be administered as needed for each position.

Working Environment:

Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, weather/temperature extremes, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, toxic fumes/vapors/odors, confined spaces. **HOURS: 7:00AM-5:30PM Mon-Thurs.**

“AN EQUAL OPPORTUNITY EMPLOYER”