



CLASS TITLE | COST COMPLIANCE SPECIALIST

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 6570

Effective Date: 04/17/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for ensuring individuals involved in legal matters fulfill their financial obligations as required by the court; assists with compliance activities, maintains court records management system, completes various reports; and other related assigned duties.

ESSENTIAL TASKS:

- Monitor and track court-ordered fines, fees, restitution, and other financial obligations imposed on individuals as part of their legal proceedings
- Educate individuals about their financial responsibilities and payment options while taking into consideration their financial circumstances
- Act as a liaison between the court, individuals, and external agencies
- Maintain accurate records of payments, outstanding balances, and compliance status, ensuring all financial transactions are documented
- Stay updated on relevant laws, regulations, and court policies related to financial obligations to ensure accurate compliance enforcement
- Collaborate with other court staff to streamline financial compliance processes
- Utilize court management software and databases to track and manage financial and case information efficiently
- Address disputes or challenges related to payments and work to resolve issues
- Maintain financial integrity of the court while guiding citizens to meet their financial obligations
- Update communication system for court reminder program
- 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: Must meet one of the following criteria:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description;

Or

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) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Word processing, databases, and spreadsheet software
- Diversity, equity, and inclusion best practices
- The principles of customer service
- Community social services programs and their purposes
- Court system operations and electronic data management systems
- The traffic and criminal codes and state legislation



CLASS TITLE | COST COMPLIANCE SPECIALIST

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 6570

Effective Date: 04/17/2024

Ability to:

- Communicate effectively verbally and in writing
- Research and understand legislation to ensure program compliance
- Maintain accurate records and write reports for efficient management of substantial caseloads
- Ability to utilize the highest level of interpersonal skill to understand, select, develop, and motivate internal and external customers from various diverse backgrounds

Skill in:

- Applying the rules of grammar, spelling, punctuation, and principles of mathematics
- Manual and digital administrative practices and Microsoft applications

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 25 pounds; subject to sitting for long periods standing, bending, stooping reaching, kneeling, climbing, walking, vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various locations to attend training and conduct worksite inspections and training.

EEO Code: N-02

Group: Clerical and Administrative

Series: Clerical