



CLASS TITLE | ASSET FORFEITURE COORDINATOR

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 2642

Effective Date : 08/10/2022

PURPOSE OF THE CLASSIFICATION: Under general direction coordinates the federal and state forfeiture process, reviews Tulsa Police Department (TPD) narcotics related reports; and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes data and coordinates state forfeiture actions with the Civil Division of the District Attorney's (DA) Office
- Prepares the Final Order of Forfeitures for the TPD property room
- Delivers checks from the property room to the DA's office for processing
- Prepares property receipts for the disposal of firearms
- Assists external customers with the return of property on drug cases and TPD vehicle holds
- Coordinates the monthly review of TPD seized vehicles to determine release
- Determines the lien status of TPD seized vehicles for possible forfeiture
- Reviews and signs affidavits prepared by the DA's office for payments, vehicles, and firearms
- Coordinates the sale and monetary deposit of forfeited vehicles
- 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 options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED);
and,
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of criminal and civil statutes

Ability to:

- Ability to determine the connection between defendant charges and property considerations for forfeiture actions
- Ability to communicate as a liaison between the TPD and the Tulsa County DA
- Ability to understand and influence the behavior of internal and external customers

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard; occasional lifting, carrying, pushing, and pulling up to ten (10) pounds; and may be subject to walking, standing and sitting for extended periods of time; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver license; and previous law enforcement experience preferred.



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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

EEO Code: N-02

Group: Clerical and Administrative

Series: Clerical and Administrative