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**TULSA COUNTY**  
**Job Description Cover Sheet**

**Job Title:** Analyst II  
**Department:** Sheriff  
**Reports To:** Unit Leader  
**FLSA Status:** Non-Exempt  
**Job Title Code:** F871  
**Last Review:** 09/24/2020  
**Grade:** 60

Approval of attached job description

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Approved By

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Date Approved



## **TULSA COUNTY**

### **Job Description**

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#### **DEFINITION**

Under general Supervision, is responsible for performing a broad range of unit activities.

#### **EXAMPLES OF WORK PERFORMED**

Assists employees and supervisors with unit responsibilities. Maintains records according to State and Federal laws. Maintains database information. Provides a variety of reports and documents upon request. Prepares statistical reports. Compiles information for reporting including identifying trends. Provides documentations for audits, inspections, and assessments. Perform other duties as assigned.

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

Skills in problem solving logic and machine processing; in making objective analysis; in organizing information; in scheduling; and in writing. Knowledge of microcomputer software, including Excel, Word, Access and Power Point; of data gathering techniques; of interdepartmental correspondence; and of departmental policies, rules and regulations. Ability to understand and follow complex oral and written instructions; to analyze facts and adapt effective courses of action; to communicate effectively orally and in writing; to retain composure under stress; to reason analytically; to exercise initiative and independent judgment; and to train others. Must have well-developed work habits and a strong sense of responsibility and commitment in serving as an example to others in punctuality, attendance and work ethic. Ability to gain respect and cooperation of others; to exercise initiative and independent judgment; to understand and follow oral and written instructions; and to deal tactfully with others. To maintain confidentiality and to understand and follow established department policies and procedures.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (G.E.D.). Associates Degree or equivalent from recognized accredited college or university as dictated by TCSO policy and/or two (2) years' work experience. Experience in related field may be substituted for education requirement.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Oklahoma Drivers License

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision which allows employee to decipher between different uniforms worn by inmates, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.