



The City of Yukon

Job Announcement

Administrative Assistant

DEPARTMENT	Economic Development
ELIGIBILITY REQUIREMENTS	Bachelors Degree or equivalent experience required. This position will support/assist the Executive Director in the day to day management of all economic development projects, programs and activities established/implemented by the Yukon Economic Development Authority. The position will oversee all general office and clerical responsibilities, as well as, research, draft and track legal documents, contracts and financial records generated by the Authority and the Executive Director.
PAY INFORMATION	\$19.11/hour with full benefits
APPLICATION INFORMATION	Applications are available at the: Yukon City Hall 500 West Main Yukon, Oklahoma Between the hours of 8:30 a.m. and 4:30 p.m. Monday - Friday. www.cityofyukonok.gov

The City of Yukon has a drug free workplace policy. Prior to employment, the applicant selected for the position will be required to take a drug-screening test.

The City of Yukon is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, religion, political beliefs, national origin, disability, or any other factor not directly related to job demands.

If you would like to apply for this position, but find it difficult to do so because of a disability or architectural obstacle or barrier, please contact the HR Director at 405-350-3926.