



The City of Yukon

Job Announcement

Secretary I

DEPARTMENT: Public Works Fleet Department

ELIGIBILITY REQUIREMENT: High School diploma or GED; Valid Oklahoma Driver's License. Specialized course work in general office practices such as typing, filing, accounting and bookkeeping; 2 years of increasingly responsible related experience; or any equivalent combination of related education and experience.

PAY INFORMATION: \$29,848 Salary

APPLICATION INFORMATION: Applications are available at the Yukon City Hall
500 West Main
Yukon, Oklahoma 73099
Between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday.

Visit Website to download applications at www.cityofyukonok.gov

The City 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 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 Human Resource Office at 405-354-1895.