



HUMAN RESOURCES

Job Announcement

PT Technology Clerk

DEPARTMENT: Information Technology

ELIGIBILITY Part-Time Position – Maximum 29 hours per week – No Benefits.

REQUIREMENTS: High School Diploma, GED or work skill equivalent; 18 years of age or older; must possess or be able to possess by the time of hire a valid Oklahoma driver's license; responsible, mature and patient; Excellent communication skills; high energy; experience dealing with others; must be detail oriented; must effectively work on several projects simultaneously; working knowledge of Microsoft Word and Excel; minimal supervision; sign a Confidentiality statement; must be able to push, pull and/or lift up to 50 lbs.; must be able to climb stairs and work on hands and knees.

PAY INFORMATION: \$10.00/per hour

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.

Download applications or apply online 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 and pre-employment physical.

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 the Hum Resources Office at 405-350-3926.