



HUMAN RESOURCES

Job Announcement

Records Technician

DEPARTMENT: Police Department

ELIGIBILITY Full-time position.

REQUIREMENTS: High School Diploma, GED or work skill equivalent; 6 months clerical experience; 18 years of age or older; must possess or be able to possess by the time of hire a valid Oklahoma driver's license; no felony convictions or criminal history; must be able to speak and write the English language; knowledge of computers; sign a Confidentiality statement; must be able to follow oral and written instruction.

PAY INFORMATION: \$16.52/per hour – Full Benefits

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.

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.