



## Job Announcement

# Secretary II

**DEPARTMENT:** Emergency Management

**ELIGIBILITY REQUIREMENTS:** Full-time position.  
High School Diploma or GED Equivalent  
Must be very detail and task oriented;  
Respond to EOC when activated by disaster event.  
Please see attached job description for more detailed information.  
You must meet minimum requirements to apply.

**PAY INFORMATION:** \$15.58 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 at [www.cityofyukonok.gov](http://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 Human Resources Office at 405-350-3926.