



HUMAN RESOURCES

## Job Announcement

# Temporary Circulation Clerk

**DEPARTMENT**

Library

**ELIGIBILITY**

High School Diploma, GED or work skill equivalent

Previous library experience a plus; excellent communication skills; Experience with computers, standard office software and office machines a must; ability to lift or move up to 25lbs., stand and move about the library for extended periods of time; stoop, kneel or crouch frequently. Must be able to read and write to the level necessary to perform job functions

**PAY INFORMATION**

\$8.50 per hour – Maximum of 29 hours per week – No benefits

**This is temporary position only and employment may end with short notice.**

**APPLICATION INFORMATION**

Applications are available at the:

City of Yukon HR Office

10 S. 5th

Yukon, Oklahoma 73099

8:30a.m. and 4:30p.m. - Monday - Friday.

or

You can apply online at [www.cityofyukonok.gov](http://www.cityofyukonok.gov)

**The City of Yukon has a drug free workplace policy. Upon offer of employment, the applicant will be required to take a pre-employment drug test and pre-employment physical for all laborer positions.**

**The City of Yukon is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, family status, disability status, veteran status 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 at 405-350-3926.**