

10-25-23

Posted

JOB POSTING

Permit/License Clerk

The City of Harrah is accepting applications for a full-time Permit/License Clerk.

The Permit/License Clerk works closely with the Building Inspector providing vital information and performing support functions crucial in the day-to-day operations of the Building Inspector. The Permit/License Clerk performs a variety of routine and complex clerical, administrative and technical work assisting in the processing and issuance of permits and licenses.

Applicants must meet the following requirements:

- Must be at least 18 years of age.
- Must have a valid Oklahoma Driver's License
- Must possess a high school diploma or equivalent.
- Must not have been convicted of a felony.
- Must be bondable.

Hourly pay based on experience and education.

Benefits:

Insurances: health, dental, vision, and life

Paid leave: Vacation, Sick, Holiday

Retirement: Oklahoma Municipal Retirement Fund

Application and detailed job description available at www.cityofharrah.com.

**Please submit the application and signed copy of the job description to City of Harrah,
Attn: HR Director 19625 NE 23rd or mail to PO Box 636, Harrah, OK 73045.**

Applications accepted until the position has been filled.

The City of Harrah is a Drug Free EOE.