

4/21/2026

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:**

Insurance: health, dental, vision, and life (100% paid for Employee & 75% paid for dependents)

Paid leave: Vacation, Sick, Holiday

Retirement: Oklahoma Municipal Retirement Fund (Defined Benefit & Defined Contribution)

#### **Required documents to be submitted:**

- **Application**
- **Signed job description**

**MUST be returned to City of Harrah, Attn: HR Director 19625 NE 23<sup>rd</sup> or mail to PO Box 636, Harrah, OK 73045. If all documents are not included, application will not be considered.**

**Please visit the city website at [www.cityofharrah.com](http://www.cityofharrah.com) for job announcement, application and job description.**

**Applications will be accepted until the position is filled. The City of Harrah is a Drug Free EOE.**