

9/3/2026

Posted

## **JOB POSTING**

### **Utility Clerk**

The City of Harrah is accepting applications for a full-time Utility Clerk.

The Utility Clerk has responsibility for the performance of a variety of complex tasks related to the operation and maintenance of the utility billing system. The Utility Clerk is engaged in various tasks such as handling cash transactions, billing utility customers, and producing reports of utility collections status. This position does assist permits and court as needed.

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:**

Hourly rate (\$15.99 - \$20.10) based on experience and education.

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**

**MUST be returned to City of Harrah, Attn: HR Director PO Box 636, Harrah, OK 73045; delivered to Harrah City Hall, 19625 NE 23<sup>rd</sup>; or emailed to [hrdirector@cityofharrah.com](mailto:hrdirector@cityofharrah.com).**

Please visit the city website at [www.cityofharrah.com](http://www.cityofharrah.com) for application.

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