

## UTILITY PURCHASING CLERK

The Municipal Utility Board for the City of Pryor Creek is accepting applications for a Utility Purchasing Clerk through **March 28, 2024**. The position is considered a full-time position with a basic work week consisting of five days of eight hours each. The Starting Salary will be based on experience. An excellent benefits package includes Health, Dental, Life, and Disability Insurance. It also includes fourteen (14) paid holidays, sick leave and annual leave, jury duty, bereavement leave, and a retirement plan. The applicant must be 18 years of age, have education equivalent to completion of high school, be a United States Citizen, live within 30 minutes of Pryor, Oklahoma, have a working telephone for emergency calls, and have experience with cash handling, and office equipment. Must be able to multi-task and redirect attention based on daily needs of staff. Preference will be given to applicants with experience in Microsoft Word and Excel. Please send résumé to Attention: Human Resources, Municipal Utility Board, and email résumé to [adamsj@pryorcreek.org](mailto:adamsj@pryorcreek.org) and include Utility Purchasing Clerk in the subject line. *Drug Testing and a Physical is required before employment. The Municipal Utility Board is an Equal Opportunity Employer on an "at-will" basis.*