

OKLAHOMA HORSE RACING COMMISSION

POSITION VACANCY NOTICE

Posting Date: February 8, 2017, **Reposted March 16, 2017.**

Application Deadline: This position will be open for consideration through March 24, 2017 or until filled

Position Title: Fiscal Administrative Assistant II

Position Type: Appointment, Full-Time Unclassified State Employee

Position Domicile: OHRC Main Office
2401 NW 23rd Street Suite 78
Oklahoma City, OK 73107

Hourly Salary: \$15.80 hourly plus full State benefits

Number of Position Vacancies: One

Immediate Supervisor: Director of Operations

Employer: Oklahoma Horse Racing Commission
2401 N.W. 23, Suite 78
Oklahoma City, OK 73107

Contact Person: Bonnie Morris, Commission Office
(405) 438-3193

Employment Days/Hours: Monday to Friday, 8:00 a.m. to 5:00 p.m.

Please see attached job description for additional information.

IMPORTANT NOTE: To apply, please forward a cover letter, resume and three letters of professional recommendation; complete the Commission application available on our website [www.ohrc.org]; and forward these documents to Bonnie Morris by e-mail to bmorris@ohrc.org or fax to 405/943-6474.

**THE OKLAHOMA HORSE RACING COMMISSION IS
AN EQUAL OPPORTUNITY EMPLOYER**