



JOB ANNOUNCEMENT

Police Records Clerk

Full-Time/Union Represented

Salary: Range 20/\$3,466-\$4,250 per month

The City of Ocean Shores, Washington is seeking highly motivated and qualified candidates for the position of Police Records Clerk. The Clerk must perform complex clerical duties including, but not limited to receipting fees and issuing licenses/permits; maintaining case logs; preparing correspondence; data entry; knowledge of radio communication procedures, and public disclosure; the ability to interact with the public in a professional manner under stressful situations; and the ability to maintain strict confidentiality.

Qualifications include a high school diploma or equivalent and a Washington State Driver's License with a driving record acceptable to the City's insurance carrier, and the ability pass a background investigation including criminal history records check with polygraph examination, and Level II ACCESS certification within six months of hire.

For a complete job description and application, visit www.osgov.com or contact dasmith@osgov.com.

Please submit 1) completed application, 2) résumé, and 3) cover letter to City Hall in one of the following ways:

- **In Person:** 585 Pt. Brown Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** dasmith@osgov.com

**Applications are due at City Hall, 585 Pt. Brown Ave. NW,
by 4:00pm on Monday, January 28, 2019**

The City of Ocean Shores is an Equal Opportunity Employer.