



City of Ocean Shores Job Announcement

Part-Time Public Records Assistant

\$16.00 - \$18.00 per hour, DOE

Non-Union Represented / No Benefits

Application Deadline: [Friday, February 17, 2017 at 3:00 pm](#)

The City of Ocean Shores, Washington is seeking highly motivated and qualified candidates for the position of Public Records Assistant (PRA). The PRA is part of the City Clerk Department and reports directly to the City Clerk. The PRA's duties include, but are not limited to: receiving, analyzing, and processing public records requests; reviewing, organizing, filing, and retrieving public records; maintaining records databases; preparing records for transfer to the Washington State Archives; scanning and uploading public records to the City's FilePro site; and communicating with customers via telephone, email, and in person. Qualifications for this position include a high school diploma or equivalent, a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier, and excellent communication and customer service skills.

For a full list of position qualifications and requirements, please see the job description posted below.

Application packets and a complete job description can be obtained at the links below or by contacting Rachel Carl at (360) 289-3099 ext. 2.

Interested applicants should submit (1) a complete application, (2) a résumé, and (3) a cover letter at [Ocean Shores City Hall, 585 Pt. Brown Avenue NW](#).

Or Mail to

Rachel Carl, City Clerk
City of Ocean Shores
P.O. Box 909
Ocean Shores, WA 98569

Or E-mail to

rcarl@osgov.com

The City of Ocean Shores is an Equal Opportunity Employer.