



City of Oak Harbor

AN INVITATION TO APPLY FOR THE POSITION OF

RECORDS INFORMATION SPECIALIST

Salary \$3.456 - \$4.320 per month + benefits



An opportunity to live and work in one of the most beautiful places in Washington State.

City of Oak Harbor is looking for a

Records Information Specialist

to join us in serving our unique community.

If you are interested in making a change,
we'd love to hear from you!

Job Summary:

Perform specialized office support work and record maintenance functions involving accurate data entry, transcription, retention, retrieval and dissemination of police reports and records.

Closes: August 28, 2016

**Position details and application process can be found at
GovJobsToday.com**



Oak Harbor is located on the northern portion of Whidbey Island approximately two hours north of Seattle and is accessible by both land and ferry. With the Olympics on one side and the Cascades on the other, Oak Harbor is surrounded by breathtaking scenery and a host of activities.

- *Fishing*
- *Boating*
- *Hiking*
- *Beaches*
- *Friendly Community*
- *Great Events*
- *Beautiful Island Living*
- *Short distance to Seattle & Vancouver*