



## PACIFIC COUNTY COMMUNICATIONS

POLICE | FIRE | EMS

300 Memorial Drive, P.O. Box 5 South Bend, WA 98586

Phone: 360.875.9397 | Fax 360.875.9401

### **JOB ANNOUNCEMENT**

Office/Department: Pacific County Communications

Job Title: Communications Clerk/Secretary

Division: 911

Salary: \$3,853-\$4,906 Monthly

Employment Type: Full-time, Regular

Union Status: 252 (Representing Public Safety Telecommunicators)

Close Date: Open until filled

### **Application**

**To apply, submit an employment application, cover letter, and resume to: Pacific County Communications, PO Box 5, South Bend, WA 98586 or by email to [cochoa@co.pacific.wa.us](mailto:cochoa@co.pacific.wa.us)**

### **General Statement:**

The Pacific County Communications Office serves as a vital hub for emergency services and public safety communications. Our mission is to provide timely and efficient communication services that enhance the safety and well-being of our community. We pride ourselves on our commitment to professionalism, integrity, and exceptional public service. Our team is dedicated to fostering a collaborative and supportive work environment where every employee plays a critical role in our success.

### **Position Overview:**

We are seeking a motivated and detail-oriented Communications Clerk/Secretary to join our team. This position is integral to the smooth operation of the Communications Division, providing specialized information and maintaining records while assisting the public and law, fire, and EMS agencies. The ideal candidate will be someone who possesses excellent organizational skills, and is committed to upholding the highest standards of confidentiality and accuracy.

### **Other duties include:**

- Administrative Duties
- Data Management
- Records Retention and Compliance
- Communication and Liaison
- Confidential Record Maintenance
- Payroll Management

### **What We Offer Employees:**

- Paid Leave: Full-time Union 252 employees earn between 15.33 - 23.33 hours of vacation and 8 hours of sick leave a month.
- Competitive salary
- A comprehensive benefits package, including health insurance, retirement plans, dental and vision.



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Here at PACCOM, we believe that every team member contributes to our success. We value dedication, hard work, and a positive attitude. By joining us, you'll have the opportunity to work alongside experienced professionals who are eager to share their knowledge and support your growth.

### Qualifications

- A minimum of four years of progressively responsible experience in office administration, research, and/or analysis is required.
- Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint) is preferred. Familiarity with law enforcement databases and systems will be an advantage.
- Strong interpersonal skills are essential.
- Must be able to communicate effectively with people from diverse backgrounds, both in person and over the phone. You should demonstrate professionalism in all interactions, reflecting the positive image of our office.

### Licenses and Requirements:

Applicants must be U.S. citizens who can read and write in English.

Candidates must be able to pass a multi-phase testing process, including an extensive background investigation, polygraph, and psychological test.

### Application Process:

Interested candidates are encouraged to obtain an application from the Pacific County Communications Center, via email at [cochoa@co.pacific.wa.us](mailto:cochoa@co.pacific.wa.us), or on the Pacific County Employment Opportunities website.

<https://www.co.pacific.wa.us/employment/index.htm>

Please submit the Pacific County application, along with any supporting documents,

to:

**Pacific County Communications Center**

**PO Box 5 South Bend, WA 98586**

You may also apply in person at the Communications Office located in the basement of the Pacific County Courthouse or by emailing [cochoa@co.pacific.wa.us](mailto:cochoa@co.pacific.wa.us).

Pacific County is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We look forward to welcoming a new member to our team who shares our dedication to public service and community safety.