

## **Job Announcement**



**Office/Department:** Health & Human Services

**Location:** South Bend

**Schedule:** M-F, 8:00 a.m. – 4:30 p.m.

**Job Title:** Administrative Assistant II

**Salary:** \$3,903 - \$5,405

**Employment Type:** Full-time, Regular

**Union Status:** 367-C

**Close Date:** June 30<sup>th</sup>, 2026

### **General Statement:**

Pacific County Health & Human Services (PCHHS) is recruiting for a full time Administrative Assistant for the South Bend office.

Pacific County Health & Human Services (PCHHS) is Pacific County's local health jurisdiction and human services department. PCHHS is responsible for protecting the health and well-being of residents who live in Pacific County. We value diversity, strive for inclusion, and honor our employees' experiences, skills, and perspectives. We are actively working to improve health equity and aspire for everyone to have the opportunity to attain their highest level of health.

### **Typical Duties and Responsibilities:**

As the Administrative Assistant, you are the first point of contact for visitors, clients, and the public. In this role, you will manage front-desk operations, handle confidential client records, coordinate meetings, process vital statistics, and support health staff with daily correspondence.

Other duties include:

- Maintains a courteous relationship with the public and other departments within the County, interprets Public Health Services programs, and exercises good judgment in answering questions in the absence of appropriate personnel.
- Assists in opening, closing and filing of confidential client health records and charts. Also assists in maintaining the client index file as needed.
- Assists in the distribution of WIC vouchers within the office in the absence of other WIC personnel. Maintains quarterly WIC voucher report for physical count of voucher stock and emergency manual vouchers.
- Performs general functions in the ongoing work of the office, performing all nonprofessional tasks with a minimum of supervision.
- Maintains an effective working relationship with fellow employees and other county department employees.
- Assists in coordinating the recruitment process by scheduling interviews and maintaining onboarding materials for new departmental staff.
- Collecting, counting, and verifying daily cash, checks, and credit card receipts from public health clinics
- Balancing daily intake ledgers, completing bank deposit slips, and preparing secure bags for bank delivery or county treasurer transit
- Establish and maintain documentation and data collection consistent with HIPAA laws to ensure protection with client confidentiality.

### **What We Offer Employees**

- **Work-Life Balance:** We are committed to ensuring our staff experience the reward of public service while sustaining a routine that suits each employee's lifestyle and needs.

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- **Paid Leave:** Full-time Union 367-C employees earn a minimum of 14 paid vacation days, 12 paid sick days, and 12 paid holidays per year.
- **Ongoing professional development:** As a member of PCHHS, there are continuous opportunities to attend County-paid training to help further your career, learn new skill sets, and stay on top of emerging public health trends.

### **Message to potential applicants**

We understand that some potential applicants are likely to only apply for positions when they meet every qualification listed in the job description. PCHHS is most interested in finding the best candidate for the position, and we understand that the right candidate might learn some of these skills while on the job.

If you are interested in the position, we encourage you to consider the unique skills you will bring and submit an application.

### **Qualifications**

- High school diploma or equivalent
- Two years of related experience in an office environment
- Ability to use a computer and applicable software
- Strong preference will be given to individuals who are proficient in English and Spanish
- Current driver's license

### **Desired Skills**

- Previous experience in a public health or government setting
- Connection with local social service agencies and resources
- Experience with outcome reporting and evaluation, safety precautions, practices, and procedures
- Experience working with vulnerable populations, including but not limited to individuals who are unhoused, who are undocumented, who identify as queer, trans, or nonbinary, BIPOC populations, aging populations, and refugees
- Ability to directly and compassionately work with individuals with diverse abilities
- Adopt an attitude of cultural humility

### **Items required for consideration**

- **County application**
- **Resume**
- **Letter of Interest**
- **Verification of licensure (if applicable).**

Priority deadline for consideration is June 30<sup>th</sup>, 2026. Please submit all application materials to Jenny Penoyar – [jpenoyar@co.pacific.wa.us](mailto:jpenoyar@co.pacific.wa.us)

Pacific County is committed to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, sex, marital status, color, creed or religion, national origin, age, sexual orientation, including gender expression or identity, pregnancy, status as an honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental or physical disability, unless based upon bona fide occupational qualifications.

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