



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES PRINCIPAL CLERK- GRADE 07

Applications are now being accepted to fill Principal Clerk vacancies at the Orange County Department of Social Services. These positions are located in both the Goshen and Middletown offices of the department.

Typical Work Activities of this Job Class Include (not all inclusive):

Researches and answers questions from the general public and other County departments regarding the policies and/or programs of the department to which assigned;

Compiling, preparing and analyzing a variety of reports, certifications, documents, logs, and statistics;

Accepting payments, issuing receipts and certificates;

Preparing correspondence applying knowledge of departmental operations and regulations;

Operating office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

Answering telephones, screening calls, and making referrals to proper person or agency;

MINIMUM QUALIFICATIONS: EITHER:

- (A) Completion of 30 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year total combined work experience (work experience may include combined part-time employment).

NOTE: Computer literacy will be evaluated during the probationary period.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: New Employees: \$22.9406 per hour; annually \$47,716.45 (40-hour workweek)
County Employees - As per CSEA contract for Grade 07 Salary Schedule

SEND APPLICATIONS BY SEPTEMBER 11, 2024, TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: Rosanne Cassar

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

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