



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY
DEPARTMENT OF SOCIAL SERVICES
GRADE 6
RECEPTIONIST (SPANISH/ENGLISH SPEAKING)

Applications are now being accepted to fill the position of Receptionist (Spanish/English Speaking) at the Department of Social Services. The incumbent must speak and understand both English and conversational Spanish to perform work involving the responsibility of receiving the general public, answering their inquiries and directing the public to the proper office or individual. The work includes responsibility for written translation of letters, correspondence, etc. from English to Spanish. The work also includes responsibility for the pre-screening of applicants for Department programs and for performance of a variety of clerical duties, with detailed instructions given for new or difficult assignments. Work is performed under direct supervision from an administrative employee of higher rank. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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

In addition to meeting the qualifications listed above, candidates for Receptionist (Spanish/English Speaking) must demonstrate the ability to speak, understand and write conversational Spanish.

Must possess and maintain a valid driver's license.

SALARY: Grade 06: \$21.8391/hour; \$45,425.33 annually (40-hour work week)
County Employees - As per CSEA contract for Grade 06

SEND APPLICATION AND RESUME TO:
Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: JESSICA SCHERDIN, HEAD SOCIAL WELFARE EXAMINER

OPEN ANNOUNCEMENT UNTIL POSITION IS FILLED.

*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 at
[Application for Orange County Employment](#)

An Equal Opportunity Employer
www.orangecountygov.com

Date of Issue: 10/18/2024 (43943)