



**Clerical Office Assistants (Per Diem)  
Orange County Department of Human Resources**

Steven M. Neuhaus  
County Executive

Applications are being accepted by the Department of Human Resources to work as Clerical Office Assistant on a per diem basis. The program is designed to provide temporary clerical assistance to various departments. The work involves clerical tasks of a routine nature. As departments make requests to this office, temporary employees are contacted. Work is performed under general supervision.

**Final candidates considered for employment cannot already be employees of Orange County Government.**

**TYPICAL WORK ACTIVITIES INCLUDE (But not limited to):**

May answer telephones, takes and relays messages to appropriate staff members;

Opens incoming mail, date stamp and distribute to appropriate staff members;

Acts as receptionist;

Index and file letters, reports, memos and other related documents;

Enters data from a source document into the computer database;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, and email in performing work assignments;

Acts as back-up support to office staff.

**MINIMUM QUALIFICATIONS:** None

**SALARY:** \$ 15.00-17.00 per hour

**HOURS:** Work is assigned on an as needed basis. Per diem clerical assistants may work up to a maximum of 19.00 hours per week, per 3-month assignment.

**NOTE:** Temporary appointments are not eligible for benefits and will not mature into permanent/full time employment. Full time opportunities are recruited through Civil Service examinations.

**Send Applications to:**

Orange County Department of Human Resources  
Attn: Denise Cross  
255 Main Street  
Goshen, NY 10924  
or via email:

[dcross@orangecountygov.com](mailto:dcross@orangecountygov.com)

Please visit [Orange County Employment Application](http://www.OrangeCountyEmploymentApplication.com) to download application.

[www.Orangecountygov.com](http://www.Orangecountygov.com)

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