



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH TYPIST II, PART TIME GRADE 05

Applications are now being accepted by the Department of Mental Health to fill a part-time position of Typist II at the Newburgh, Child and Family Outpatient Mental Health Clinic. This work involves responsibility for the performance of clerical and keyboarding tasks of a moderate level of difficulty requiring a general understanding of specific policies and procedures. Independent judgment may be exercised; unusual problems or situations are referred to a supervisor before action is taken. This class differs from that of Typist I in the degree of difficulty of the work being performed and the increased level of responsibilities. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SALARY: County Employees – According to CSEA contract for Grade 05
New Hires – Grade 05, Step 02 (effective Jan 2025): \$22.0077 per hour

HOURS: 19 per week, Evening hours are required.

Civil Service Examination is not a requirement for appointment.

Successful candidate will be subject to a background investigation, including a Criminal History Record Check.

SEND RESUME AND APPLICATION TO:

**Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924**

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.

Or download directly here: [Application for Employment Application](#)

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