



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY CLERK'S OFFICE Reproduction Technician Grade 05

Applications are now being accepted by the County Clerk's Office to fill a full time Reproduction Technician position.

The work involves responsibility for the duplicating and scanning of various legal documents within the department of the County Clerk in accordance with County and State guidelines. Employees in this class are responsible for both the operation and simple maintenance of reproduction machines in use in the department. Work is performed under the general supervision of a higher-level employee. An incumbent in this position may be assigned to different work areas within the County Clerk's office. Does related work as required.

CIVIL SERVICE EXAMINATION IS NOT A REQUIREMENT FOR PERMANENT APPOINTMENT

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience.

2025 STARTING SALARY:

Orange County Employees – according to CSEA contract Grade
New Employees, Grade 05 \$22.0077/hour;
\$45,776.02 annually (40-hour work week)

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

SEND RESUME AND APPLICATION, BY DECEMBER 27, 2024, TO:

Orange County Clerk's Office
ATTN: Jenna Pearson
255 Main Street
Goshen, NY 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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www.orangecountygov.com

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