



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **ORANGE COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES SENIOR CLERK GRADE 6**

The Orange County Department of Information Technology Services is now accepting applications for the position of Senior Clerk. This position is allocated to the competitive class. The nature of the appointment is provisional pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

This work involves responsibility for the performance of varied clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. This class differs from that of Clerk II by virtue of the degree of difficulty of work being performed and the increased level of responsibilities. Work is performed under general supervision with leeway to exercise independent judgment in carrying out the details of the work. Unusual problems or situations are referred to a supervisor before action is taken. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

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

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

#### **2025 STARTING SALARY:**

Orange County employees Grade 6, according to contract;  
New employees: \$22.8218/hour; \$47,469.34 annually (40-hour work week)

**Civil Service Examination is a requirement for appointment.**

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY  
AND BACKGROUND INVESTIGATION.

**Email Application, Resume and Three (3) References to:**  
Orange County Department of Information Technology Services  
Glenn Marchi, CIO  
[ITJobs@orangecountygov.com](mailto:ITJobs@orangecountygov.com)

**Open announcement until position is filled**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://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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