



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

PRINCIPAL ACCOUNT CLERK GRADE 8

ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS DIVISION OF ENVIRONMENTAL FACILITIES AND SERVICES

The Orange County Department of Public Works is now accepting applications for two (2) positions of Principal Account 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 is clerical work involving responsibility for independently performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of a Senior Account Clerk by virtue of the complexity of work being performed and the increased level of responsibilities. Work is performed according to prescribed policies and procedures under the general supervision of a designated superior with leeway to exercise independent judgment in carrying out the details of the work. 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 and three (3) years of clerical experience involving the maintenance or auditing of financial accounts or records and preparation of related reports involving the use of computerized financial accounting systems.

2025 STARTING SALARY:

Orange County employees Grade 8, according to contract;
New employees: \$25.1211/hour; \$52,251.89 annually (40-hour work week)

Civil Service Examination is a requirement for appointment.

SEND APPLICATION, BY FEBRUARY 4, 2025, TO:
COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 509
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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