



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

SENIOR CLERK, PART TIME, GRADE 06 ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

Applications are now being accepted to fill a part-time position of Senior Clerk at the Orange County Department of Mental Health. The location of this position is at the Port Jervis Clinic, 146 Pike Street, Port Jervis. Evening work is required. Training will be required during daytime hours upon commencement of employment which will require flexibility in work schedule.

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. 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.

Duties Include, but are not limited to:

Assists support staff with daily clerical duties;

Compiles, processes, indexes, records and files a variety of records and reports;

Checks reports and records for clerical accuracy, and completeness;

Answers telephones, screens calls, gives out information to the public and makes referrals to proper person or agency;

May collect fees and account for monies received.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma. **NOTE:** Computer literacy will be evaluated during the probationary period.

SALARY: County Employees - As per CSEA contract for Grade 06
New Hires - Grade 06, Step 02: \$22.8218 per hour

HOURS: Tuesday, Wednesday, and Thursday evenings - 19 hours per week

LOCATION: 146 Pike Street, Port Jervis, NY

Civil Service Examination is not a requirement for appointment.

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

SEND APPLICATION TO:

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

Open announcement until position is filled

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.

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