



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

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

Applications are now being accepted to fill a part-time position of Senior Clerk at the Orange County Department of Health. The position will be assigned to the Early Intervention Unit. This work involves responsibility for the performance of varied clerical tasks of a moderately difficult nature including data entry, filing, and other tasks involving confidential child records. 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 the supervision of the Director of Intervention Services. 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.

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

HOURS: 19 hours per week; Monday through Friday afternoon hours

Civil Service Examination is not a requirement for appointment.

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

SEND APPLICATION TO:

Kiara Maldonado
Orange County Department of Health
124 Main Street
Goshen, NY 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. Or download directly here: [Application for Employment Application](#)

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