



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](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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