



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **TYPYST II, GRADE 5**

#### **ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH PORT JERVIS OUTPATIENT CLINIC**

Applications are now being accepted to fill a full-time position of Typist II at the Orange County Department of Mental Health. The position will be assigned to the Port Jervis Outpatient Clinic on Pike Street in Port Jervis, NY. Some evening hours are required. 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 clerical and keyboarding tasks of a moderate level of difficulty requiring a general understanding of specific policies and procedures. Independent judgment may be exercised; unusual problems or situations are referred to a supervisor before action is taken. Typical work activities include checking in clients, typing, filing, and acting as the receptionist. 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 05  
New Hires – Grade 05, Step 02: \$22.0077 per hour;  
\$45,776.02 annually (40-hour work week )

**Civil Service Examination is 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](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

**An Equal Opportunity Employer**  
[www.orangecountygov.com](http://www.orangecountygov.com)

Date of Issue: 3/3/2025 Position #18382