



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY

DEPARTMENT OF SOCIAL SERVICES GRADE 4 TYPIST I

Applications are now being accepted to fill five (5) positions of Typist I at the Department of Social Services. This position is allocated to the competitive class. The nature of all five (5) appointments is temporary substitute. Once the permanent holder attains status in another position, the position will become provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

This work involves responsibility for typing and clerical tasks of routine difficulty. Specific duties vary with the needs of the department. Employees in this class receive detailed oral and/or written instructions on new assignments and work is subject to review. Work is performed under direct supervision. Does related work as required.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

SALARY: Grade 04: \$21.1316/hour; \$43,953.73 annually (40-hour work week)
County Employees - As per CSEA contract for Grade 04

SEND APPLICATION AND RESUME TO:
Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: ROSANNE CASSAR

Please note: Applicants must include a copy of their driver's license when submitting applications.

OPEN ANNOUNCEMENT UNTIL POSITION IS FILLED.

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR PERMANENT APPOINTMENT.

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](#)

An Equal Opportunity Employer
www.orangecountygov.com