



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **Legislative Aide Orange County Legislative Office**

Applications are now being accepted by the Clerk of the Legislature to fill a full-time position of Legislative Aide.

The work involves responsibility for the performance of important clerical and administrative tasks in the office of the Clerk of the Legislature. Work includes response to confidential correspondence, coordination of legislative meetings, attendance at meetings and preparation of minutes of same, and providing general clerical support to the County Legislators. Work is performed under the general supervision of the Clerk, with leeway allowed for exercise of independent judgment. This is an appointed position, and the incumbent serves at the pleasure of the Clerk of the Legislature. Does related work as required. Civil Service Examination is not a requirement for appointment.

**Duties include, but are not limited to:**

Researches and prepares responses to confidential correspondence for the Clerk and Chairperson;

Researches information and prepares reports for legislators;

Answers telephone, providing responses to questions, and/or routing calls as appropriate;

Assists Clerk in preparation and distribution of materials for full legislative and committee meetings;

Attends legislative and committee meetings and maintains record of proceedings, including preparation and distribution of minutes.

**Minimum Qualifications:** Any combination of training and experience deemed acceptable to the appointing authority.

**Suggested Standards:**

- (A) Associate's Degree or completion of sixty (60) credits and four (4) years of office clerical experience in a government agency; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined above.

**STARTING SALARY:** New Employees - \$33.6493 per hour; \$69,990.54 annually  
County Employees – According to the CSEA contract for a Grade 13

**HOURS:** Monday through Friday; 9:00 am to 5:00 pm; however, flexibility with hours will be required as certain tasks extend beyond typical work hours.

**SEND APPLICATIONS BY MARCH 28, 2025 TO:**

Clerk of the Legislature  
255 Main Street  
Goshen, NY 10924

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)