



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **SENIOR CLERK, PART TIME, GRADE 06 ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH**

Applications are now being accepted to fill a part-time position of Senior Clerk at the Orange County Department of Mental Health. The location of this position is at the administrative offices in Goshen.

This work involves responsibility for the performance of varied clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. Work is performed under general supervision with leeway to exercise independent judgment in carrying out the details of the work. Unusual problems or situations are referred to a supervisor before action is taken. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

#### **Duties Include, but are not limited to:**

Assists support staff with daily clerical duties;

Compiles, processes, indexes, records and files a variety of records and reports;

Checks reports and records for clerical accuracy, and completeness;

Answers telephones, screens calls, gives out information to the public and makes referrals to proper person or agency;

May collect fees and account for monies received.

**MINIMUM QUALIFICATIONS:** Graduation from high school or the 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

**LOCATION:** 30 Harriman Drive, Goshen

#### **Civil Service Examination is not 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](#)

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