



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH TYPIST I, PART TIME GRADE 04

Applications are now being accepted to fill a part-time position of Typist I at the Orange County Department of Mental Health. The location of this position is at the Port Jervis Clinic, 146 Pike Street, Port Jervis. The nature of the appointment is temporary substitute. Once the permanent holders attains status in another position, this position will become permanent, subject to a probationary term. 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.

SALARY: County Employees - As per CSEA contract for Grade 04
New Hires – Grade 04, Step 02: \$21.1316 per hour

HOURS: 19 hours per week

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 and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

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www.orangecountygov.com