



Steven M. Neuhaus  
County Executive

## **VACANCY ANNOUNCEMENT**

### **AGING SERVICES SPECIALIST Grade 09 OFFICE FOR THE AGING**

Applications are now being accepted by the Office for the Aging to fill a full-time Aging Services Specialist vacancy. This position involves work in support of Office for the Aging services through the delivery, in person, by telephone or mail, of case assistance, information and referral and the completion of mandated home-delivered meal assessments and reassessments. The work is performed under general supervision of the Special Programs Director and is carried out at Office for the Aging office and throughout the County. Supervision may be exercised over volunteer clerical assistants.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree or higher and six (6) months of work experience involving face to face client contact in a human service agency or program; OR
- (B) Completion of sixty (60) credits and one (1) year of work experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above.

**Special Requirement:** Must possess and maintain a valid driver's license.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**STARTING SALARY:** County Employees – According to CSEA contract for Grade 09  
New Employees, Grade 09, step 02 - \$26.5133 per hour;  
\$55.147.66 annually (40-hour work week)

#### **SEND APPLICATION, BY JULY 14, 2025, TO:**

Orange County Office for the Aging  
40 Matthews Street, Suite 305  
Goshen, NY 10924  
ATTN: Danielle Diana-Smith, Director  
Or email: [ddsmith@orangecountygov.com](mailto:ddsmith@orangecountygov.com)

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)

\*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.

Date of re-Issue: 07/08/2025 Position #004531