



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

GARAGE OFFICE ASSISTANT GRADE 8 ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY GARAGE

The Orange County Department of Public Works is now accepting applications for the position of Garage Office Assistant. This position is allocated to the competitive class. The nature of the appointment 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.

The work involves responsibility for assisting the Garage Manager in the coordination and performance of administrative clerical tasks. An important part of this work is to schedule preventive maintenance for all assigned vehicles and heavy construction equipment by generating and following through work orders. Work is performed according to established policies and procedures under the general supervision of the Garage Manager. The incumbent of this position is required to be on 24 hour call during snow removal season. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a Vocational Technical or Trade School with concentration in automotive or heavy construction equipment repair and one (1) year of office clerical experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience or one (1) of in an automotive or heavy construction repair or parts environment experience.

2025 STARTING SALARY: Orange County employees according to contract grade 8;
New employees: \$25.1211/hour;
\$52,251.89 annually (40-hour work week)

Civil Service Examination is a requirement for appointment.

SEND APPLICATION, BY AUGUST 21, 2025, TO:

COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 509
GOSHEN, NEW YORK 10924

Or Email: mheiferman@orangecountygov.com

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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