



Steven M. Neuhaus  
County Executive

**VACANCY ANNOUNCEMENT**  
**PRINCIPAL ACCOUNT CLERK**  
**GRADE 8**  
**ORANGE COUNTY DEPARTMENT OF HEALTH**

Applications are now being accepted to fill the position of Principal Account Clerk at the Department of Health. This position is allocated to the competitive class. The nature of this 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.

This is clerical work involving responsibility for independently performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of a Senior Account Clerk by virtue of the complexity of work being performed and the increased level of responsibilities. Work is performed according to prescribed policies and procedures under the general supervision of a designated superior with leeway to exercise independent judgment in carrying out the details of the work. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience involving the maintenance or auditing of financial accounts or records and preparation of related reports involving the use of computerized financial accounting systems.

**STARTING SALARY:** Grade 8, Step 02: \$25.1211/hr;  
\$52,251.89 (annually 40-hour work week)  
County Employees- As per CSEA contract for Grade 8

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

**SEND APPLICATION, RESUME AND TRANSCRIPT TO:**

Kiara Maldonado  
Orange County Department of Health  
124 Main Street  
Goshen, NY 10924

OR EMAIL: [kmaldonado@orangecountygov.com](mailto:kmaldonado@orangecountygov.com)

**OPEN 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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