



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH RECEPTIONIST, PART TIME GRADE 05

Applications are now being accepted to fill a part-time position of Receptionist at the Orange County Department of Mental Health. The location of this position is at the Orange County Child & Family Clinic at 141 Broadway, Newburgh. Evening hours are required. This work involves responsibility for receiving the general public, answering their inquiries and directing them to the proper office or individual. The work entails the performance of a variety of clerical duties.

Duties include, but are not limited to:

Receives visitors, ascertains nature of business, answers questions, or refers visitors to proper office or individual;

Arranges appointments with departmental personnel for clients or other visitors;

Operates a telephone or telephone console; takes and transmits messages;

Provides general departmental information to outside departments, agencies, or the public;

Operates standard office equipment such as calculators, fax machines, photocopiers, computers, and printers.

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 05
New Hires – Grade 05, Step 02: \$22.0077 per hour

HOURS: 19 hours per week, some evening hours required

LOCATION: Child & Family Clinic, 141 Broadway, Newburgh.

Civil Service Examination is not a requirement for appointment.
Candidates who fluently speak Spanish & English are encouraged to apply.

Successful candidates will be subject to a background investigation, including a Criminal History Record Check.

SEND APPLICATION, BY OCTOBER 10, 2025, TO:

Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924

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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