



Steven M. Neuhaus
County Executive

Clerical Office Assistants (Per Diem) **Orange County Department of Human Resources**

Applications are being accepted by the Department of Human Resources to work as Clerical Office Assistant on a per diem basis. The program is designed to provide temporary clerical assistance to various departments. The work involves clerical tasks of a routine nature. As departments make requests to this office, temporary employees are contacted. Work is performed under general supervision.

Final candidates considered for employment cannot already be employees of Orange County Government.

TYPICAL WORK ACTIVITIES INCLUDE (But not limited to):

May answer telephones, takes and relays messages to appropriate staff members;

Opens incoming mail, date stamp and distribute to appropriate staff members;

Acts as receptionist;

Index and file letters, reports, memos and other related documents;

Enters data from a source document into the computer database;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, and email in performing work assignments;

Acts as back-up support to office staff.

MINIMUM QUALIFICATIONS: None

SALARY: \$ 15.50-17.00 per hour

HOURS: Work is assigned on an as needed basis. Per diem clerical assistants may work up to a maximum of 19.00 hours per week, per 3-month assignment.

NOTE: Temporary appointments are not eligible for benefits and will not mature into permanent/full time employment. Full time opportunities are recruited through Civil Service examinations.

Send Applications to:

Orange County Department of Human Resources
255 Main Street
Goshen, NY 10924
or via email:

ldahl@orangecountygov.com

Please visit [Orange County Employment Application](http://www.Orangecountygov.com) to download application.
www.Orangecountygov.com

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