



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

ACCOUNT CLERK GRADE 06

Applications are now being accepted to fill the full-time position of Account Clerk at the Orange County Department of Mental Health at the Newburgh office. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become permanent, subject to a probationary term.

This work is primarily of a routine nature and involves the application of standardized account-keeping practices used in maintaining and checking financial accounts and records. This class may also assist in performing the more difficult and responsible phases of this type of work. Account Clerks work under general supervision on standard assignments in accordance with well defined and established procedures. Detailed instructions are given for new or difficult assignments and unusual problems or situations are referred to a supervisor before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or 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 06
New Hires – Grade 06: \$23.7347/hour; \$49,368.18 annually (40-hour work week)

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

SEND APPLICATION, BY JANUARY 23, 2026, 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](#)

*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.

An Equal Opportunity Employer

www.orangecountygov.com