VACANCY ANNOUNCEMENT

Steven M. Neuhaus
County Executive

PUBLIC WORKS – ORANGE COUNTY AIRPORT
EXECUTIVE SECRETARY & ADMINISTRATIVE ASSISTANT
GRADE 11

Applications are now being accepted to fill the position of Executive Secretary & Administrative Assistant at the Orange County Department of Public Works – Orange County Airport.

This work involves responsibility for the performance of executive secretarial tasks of a highly responsible and confidential nature and diversified relevant administrative functions for a Department Head of an agency or department within Orange County government. Employees in this class are responsible for the administrative supervision of subordinate staff and the functional operations of the administrative office including personnel and civil service administration, budgeting, accounting and purchasing. The position requires administration of Federal Aviation Administration (FAA) and State aviation grants. This class differs from that of Senior Secretary and Administrative Assistant by virtue of the diversity of activity, high degree of exposure to confidential material and frequency of high level internal and external contacts. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

(A) Associate's Degree, or higher, in secretarial science or related field and two (2) years of secretarial or office clerical experience including the use of word processing and spreadsheet software, one (1) year of which involved overseeing and/or directing the work of others; OR

(B) Completion of sixty (60) college credits and three (3) years of experience as outlined in (A) above, one (1) year of which involved overseeing and/or directing the work of others; OR

(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above**,** one (1) year of which involved overseeing and/or directing the work of others; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

Final candidate must submit to a fingerprint check and criminal history and background investigation. Costs related to such investigation shall be borne by the applicant.

SALARY: New Employees: $30.8685 per hour; annually $64,206.48 (40-hour workweek)
County Employees - As per CSEA contract for Grade 11 Salary Schedule

SEND APPLICATIONS, BY JANUARY 23, 2026, 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

*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.

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