



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

TYPIST II, GRADE 5

ORANGE COUNTY DEPARTMENT OF SOCIAL SERVICES

Applications are now being accepted to fill a full-time position of Typist II at the Orange County Department of Social Services. The nature of the appointment is temporary substitute. Once the incumbent attains status in another position, this position will become provisional pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

This work involves responsibility for the performance of clerical and keyboarding tasks of a moderate level of difficulty requiring a general understanding of specific policies and procedures. Independent judgment may be exercised; unusual problems or situations are referred to a supervisor before action is taken. Typical work activities include checking in clients, typing, filing, and acting as the receptionist. 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 05
New Hires – Grade 05, Step 02: \$22.8880 per hour;
\$47,607.04 annually (40-hour work week)

Civil Service Examination is a requirement for appointment.

SEND APPLICATION TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
ATTN: Melissa Glantz

Please note: Applicants must include a copy of their driver's license with their application.

Open announcement until position is filled

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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