



VACANCY ANNOUNCEMENT

INTERN ORANGE COUNTY DEPARTMENT OF PLANNING

Steven M. Neuhaus
County Executive

The Orange County Department of Planning is now accepting applications for the position of Intern. The work involves responsibility for providing research assistance and staff support on special projects to the Planning Department in Orange County Government. Topics addressed by the Planning Department include land use, transportation, mass transit, natural resources, and agriculture. Intern positions provide an on-the-job training situation through exposure to many facets of County Government while at the same time contributing to the upgrading of on-going County programs, technical projects and formulation and testing of new programs and services. Work is carried out in accordance with established policies and procedures and involves the study of problems, gathering relevant information and developing and preparing reports with findings and recommendations designed to assist management in the decision-making process. The work is performed under the general supervision of the department head. Does related work as required. Further information about the Planning Department is available on our website: <https://www.orangecountygov.com/253/Planning>

MINIMUM QUALIFICATIONS:

- (A) Completion of 12 college credits; OR
- (B) Training and/or work experience appropriate to the responsibilities of the particular department assignment as determined by the Department Head.

***Candidates pursuing a degree in Planning are preferred.**

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.

SALARY: \$21.0564 per hour (up to 40 hours/week for 8 weeks)

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

SEND APPLICATION and THREE (3) REFERENCES, BY APRIL 17, 2026, TO:

Orange County Planning Department
124 Main Street
Goshen, NY 10924
Phone: (845) 615-3840/ Fax: (845) 291-2533
ATTN: Ellen Russell
or
EMAIL: erussell@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](#)

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