



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES CLERK II GRADE 04

Applications are now being accepted to fill five (5) full-time positions of Clerk II at the Orange County Department of Social Services. The nature of three (3) appointments is temporary substitute. Once the permanent holder attains status in another position, the position will become permanent, subject to a probationary period.

This work involves responsibility for clerical tasks of a routine nature performed in accordance with established policies and procedures. Specific duties vary with the needs of the department. This class differs from that of other specified clerks in that it requires only a working knowledge of general office procedures and practices and entry-level degrees of proficiencies. Detailed instructions are given on new assignments. Routine assignments are performed independently. Work is performed under direct supervision and does not involve the supervision of other employees. Incumbent does related work as required.

MINIMUM QUALIFICATIONS: None are required.

SALARY: New Employees: \$21.9769 per hour; annually \$45,711.95 (40-hour work week)
County Employees - As per CSEA contract for Grade 04 Salary Schedule

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

SEND APPLICATIONS and THREE (3) REFERENCES, BY MARCH 25, 2026, TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: Melissa Glantz
Or via email: mglantz@orangecountygov.com

Please note: Applicants must include a copy of their driver's license when submitting applications.

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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www.orangecountygov.com

*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.