



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

SENIOR CLERK GRADE 6

ORANGE COUNTY DEPARTMENT OF HEALTH

Applications are now being accepted to fill the position of Senior Clerk at the Department of Health. The nature of this 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 involves responsibility for the performance of varied clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. This class differs from that of Clerk II by virtue of the degree of difficulty of work being performed and the increased level of responsibilities. Work is performed under general supervision with leeway to exercise independent judgment in carrying out the details of the work. Unusual problems or situations are referred to a supervisor before action is taken. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

STARTING SALARY: Grade 6, Step 02: \$23.7347/hr;
\$49,368.18 (annually 40-hour work week)
County Employees- As per CSEA contract for Grade 6

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

SEND APPLICATION, RESUME, and THREE (3) REFERENCES, by APRIL 6, 2026, TO:

Kiara Maldonado
Orange County Department of Health
124 Main Street
Goshen, NY 10924

OR EMAIL: kmaldonado@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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