



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

SENIOR SECRETARY GRADE 07

Applications are now being accepted to fill the full-time position of Senior Secretary at the Orange County Department of Mental Health at the Port Jervis office.

This work involves responsibility for the performance of varied secretarial functions for one or more supervisory personnel. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. The work may involve leading and directing subordinate clerical staff. This class differs from that of Secretary by virtue of the difficulty of the work performed. 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 07
New Hires – Grade 07: \$24.9319/hour;
\$51,858.35 annually (40-hour work week)

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

SEND APPLICATION and THREE (3) REFERENCES, BY APRIL 16, 2026, TO:

Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924

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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