



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH TYPIST II, PART TIME GRADE 05

Applications are now being accepted to fill a part-time position of Typist II at the Orange County Department of Mental Health. The location of this position is at the Newburgh Armory. 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. This class differs from that of Typist I in the degree of difficulty of the work being performed and the increased level of responsibilities. 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

HOURS: 19 hours per week
Mon: 11 am – 5 pm, Wed: 9 am – 3 pm, and Fri: 11 am – 5 pm

Civil Service Examination is not a requirement for appointment.

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

SEND APPLICATION and THREE (3) REFERENCES TO:

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

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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www.orangecountygov.com