



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

TYPYST II, GRADE 5

ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH PORT JERVIS OUTPATIENT CLINIC

Applications are now being accepted to fill a full-time position of Typist II at the Orange County Department of Mental Health. The position will be assigned to the Port Jervis Outpatient Clinic on Pike Street in Port Jervis, NY. The nature of the 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 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. Typical work activities include checking in clients, typing, filing, and acting as the receptionist. 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;
\$47,607.04 annually (40-hour work week)

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

SEND APPLICATION and THREE (3) REFEEENCES, by MAY 26, 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](#)

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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.