



Steven M. Neuhaus  
County Executive

## VACANCY ANNOUNCEMENT

### **ORANGE COUNTY DIVISION OF RISK MANAGEMENT ASSOCIATE CLERK GRADE 8**

The Orange County Division of Risk Management is accepting applications to fill the position of Associate Clerk. 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 coordination and performance of administrative clerical tasks involving independent analysis and decision making. This class differs from that of a Principal Clerk by virtue of the complexity 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. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years total combined work experience (work experience may include combined part-time employment); OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Salary:** Orange County Employees, as per contract Grade 8  
Grade 8 \$26,1259/hr, \$54,341.87 (40-hour work week)

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

**Send Application and Three (3) References to:**

Colleen Kennedy  
Orange County Division of Risk Management  
255 Main Street  
Goshen, NY 10924

Or email: [CKennedy@orangecountygov.com](mailto:CKennedy@orangecountygov.com)

**Open announcement until position is filled.**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://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.

**An Equal Opportunity Employer**

[www.orangecountygov.com](http://www.orangecountygov.com)