



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY
Principal Payroll Clerk
Grade 9
Orange County Department of Finance

Applications are now being accepted by the Orange County Department of Finance to fill two (2) full-time Principal Payroll Clerk vacancies. The nature of one appointment is permanent, subject to a probationary term. The nature of the other appointment is temporary substitute. Once the permanent holder attains status in another title, the position will become permanent, subject to a probationary term. The work involves responsibility for performing all aspects of computerized payroll operations, preparation of retirement reports and the processing of payroll related forms. This position involves considerable contact with fellow employees, administrators and department heads, as well as federal, state and local agencies. Work is performed under the direct supervision of a designated payroll supervisor in accordance with well-established guidelines and procedures and involves the application of multiple contractual agreements regarding payroll, employee benefits and retirement. This class may lead and direct the work of other payroll and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree in Accounting or Business Administration or closely related field; OR
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical experience, two (2) years of which must have involved either the preparation of payrolls utilizing a computerized payroll system for an organization that employs a minimum of 25 employees or clerical work related to employee benefits which shall have involved the use of computer equipment.

Note: Your degree or credits 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 or credits were 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: Grade 09, Step 02: \$27.5738/hour; \$57,353.50 annually (40-hour work week);
County Employees - As per CSEA contract for Grade 09

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

SEND APPLICATIONS and THREE (3) REFERENCES, by July 22, 2026, TO:

COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF FINANCE
255 MAIN STREET
GOSHEN, NEW YORK 10924
ATTN: Tiffany Finch
Or via email: TFinch@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

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](#)

An Equal Opportunity Employer
www.orangecountygov.com

Revised: 7/10/2026 (Position #024554 and 24547 TS)