



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

RECEPTIONIST, Spanish-English Speaking GRADE 6 ORANGE COUNTY DEPARTMENT OF HEALTH

Applications are now being accepted to fill the position of Receptionist, Spanish-English Speaking at the Department of Health. Incumbent must speak and understand both English and conversational Spanish to perform work involving the responsibility of receiving the general public, answering their inquiries and directing the public to the proper office or individual. The work includes responsibility for written translation of letters, correspondence, etc. from English to Spanish. The work also includes responsibility for the pre-screening of applicants for Department programs and for performance of a variety of clerical duties, with detailed instructions given for new or difficult assignments. Work is performed under direct supervision from an administrative employee of higher rank. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma.

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

- NOTE:1)** In addition to meeting the qualifications listed above, candidates for Receptionist (Spanish/English Speaking) must demonstrate the ability to speak, understand and write conversational Spanish.
- 2) When assigned to the Department of Public Health: Must possess and maintain a valid driver's license.

SALARY: Grade 6, Step 02: \$23.7347/hr; \$49,368.18 (annually 40-hour work week)
County Employees- As per CSEA contract for Grade 6

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

SEND APPLICATION, RESUME, and THREE (3) REFERENCES TO:

Kiara Maldonado
Orange County Department of Health
124 Main Street
Goshen, NY 10924

OR EMAIL: kmaldonado@orangecountygov.com

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.

An Equal Opportunity Employer
www.orangecountygov.com