



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ACCOUNT CLERK, PART TIME GRADE 06 ORANGE COUNTY YOUTH BUREAU

Applications are now being accepted to fill a part-time position of Account Clerk at the Orange County Youth Bureau. This is a temporary appointment intended to provide for a transition and training period with the current incumbent. Upon the incumbent's departure, the position will become permanent, subject to the applicable probationary period. This work is primarily of a routine nature and involves the application of standardized account-keeping practices used in maintaining and checking financial accounts and records. This class may also assist in performing the more difficult and responsible phases of this type of work. Account Clerks work under general supervision on standard assignments in accordance with well-defined and established procedures. Detailed instructions are given for new or difficult assignments and unusual problems or situations are referred to a supervisor before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. 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 06

New Hires – Grade 06, Step 02: \$23.7347 per hour

HOURS: 19 hours per week

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, RESUME, and THREE (3) REFERENCES TO:

Orange County Youth Bureau

ATTN: Rachel Wilson

40 Matthews Street, Suite 301C

Goshen, New York 10924

Or via email: RWilson@orangecountyny.gov

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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