



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

PRINCIPAL CLERK GRADE 07 VALLEY VIEW CENTER FOR NURSING CARE & REHABILITATION

Applications are now being accepted for the position of Principal Clerk at the Valley View Center for Nursing Care & Rehabilitation. 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 involves responsibility for the coordination and performance of technical clerical tasks according to prescribed policies and procedures. This class differs from that of a Senior 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 judgement 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 30 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year total combined work experience (work experience may include combined part-time employment).

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

NOTES: 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.

Candidates with previous experience creating staff schedules in a healthcare facility are encouraged to apply.

SALARY: County Employees - As per CSEA contract for Grade 7
New Hires - \$24.9319 per hour; \$51,858.35 annually (40-hour work week)

The successful candidate will be subject to a Criminal History Record Check.

Send Application and Three (3) References to Staff Resources:

Valley View Center for Nursing Care & Rehabilitation
2 Glenmere Cove Road
Goshen, NY 10924
(845) 862-5738

Or via email to mpearson@orangecountygov.com

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](#)

An Equal Opportunity Employer
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.