Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

TYPIST I, GRADE 4

ORANGE COUNTY DEPARTMENT OF SOCIAL SERVICES

Applications are now being accepted to fill four (4) full-time positions of Typist I at the Orange County Department of Social Services. The nature of three (3) appointments is temporary substitute. Once the permanent holder attains status in another position, this position will become permanent, subject to a probationary term. This work involves responsibility for typing and clerical tasks of routine difficulty. Specific duties vary with the needs of the department. Employees in this class receive detailed oral and/or written instructions on new assignments and work is subject to review. Work is performed under direct supervision. Does related work as required.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

SALARY: County Employees - As per CSEA contract for Grade 04
New Hires – Grade 04:$21.9769/hour; $45,711.95 annually (40-hour work week)

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

SEND APPLICATION and THREE (3) REFERENCES, by NOVEMBER 12, 2026, TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
ATTN: Melissa Glantz
Or via email: mglantz@orangecountygov.com

Please note: Applicants must include a copy of their driver's license with their 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.

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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www.orangecountygov.com

Date of Issue: 10/27/2026 Position #32292(TS), 33894(TS), 32219(TS), and 41277