Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ACCOUNT CLERK
GRADE 06
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENVIRONMENTAL SERVICES AND FACILITIES

The Orange County Department of Public Works is now accepting applications for the position of Account Clerk. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, this position will become permanent, subject to a probationary term. 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: Orange County employees according to contract, Grade 6;
New employees: $23.7347 per hour, $49,368.18 (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 19, 2026, TO:

COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 509
GOSHEN, NEW YORK 10924
Or Email**:** mheiferman@orangecountyny.gov

*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.orangecountyny.gov and follow the link to the Department of Human Resources page. Or download directly here: Application for Employment Application

An Equal Opportunity Employer
www.orangecountyny.gov

Date of Issue: 11/4/2026 Position #10140