



DATA ENTRY OPERATORS II

Orange County Government
Department of Social Services

Applications are now being accepted to fill Data Entry Operator II vacancies at the Department of Social Services. The positions are allocated to the competitive class. Civil Service examination is required for appointment. Both promotional and open-competitive examinations are currently announced under continuous recruitment examinations on the Department of Human Resources website. Visit <https://orange-portal.mycivilservice.com/post/exams> for more information.

The work involves the operation of an alphanumeric keyboard to enter data from source documents into a computer database and to verify previously entered data. In addition, incumbents may also operate scanning equipment, categorize and index scanned documents and perform a variety of related clerical duties. Work is performed under general supervision and is verified according to department procedures. Incumbent does related work as required.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in the Department of Social Services and must have served continuously on a permanent basis for one (1) year in the title of Clerk II, Telephone Operator I, or Typist I.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma and one (1) year of clerical experience which involved data entry.

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR PERMANENT APPOINTMENT
Refer to Exam Announcement for details; Applications accepted on a continuous basis

STARTING SALARY: \$20.2500 per hour; \$36,855 annually (35-hour workweek)
County Employees - As per CSEA contract for Grade 05

REPLY TO THIS POSTING BY SENDING APPLICATIONS TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924

ATTN: Lisa Schmick, Supervisor of Administrative Support Services

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.

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www.orangecountygov.com