



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

SECRETARY, PART TIME, GRADE 06 ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

Applications are now being accepted to fill a part-time position of Secretary at the Orange County Department of Mental Health. The position will be assigned to the Newburgh Clinic.

This work involves responsibility for the performance of basic secretarial functions for one or more supervisory personnel. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. Does related work as required.

Duties Include, but are not limited to:

Greets clients and callers, handles their inquiries, and directs them to the proper person or office;

Makes appointments and maintains calendars for supervisory personnel to which assigned;

Answers telephones, screens calls, gives out information to the public and makes referrals to proper person or agency.

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: \$20.9991 per hour

HOURS: 19 hours per week; some evening hours will be required

Civil Service Examination is not a requirement for appointment.

Successful candidates will be subject to a background investigation, including a Criminal History Record Check.

SEND APPLICATION TO:

Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924

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.

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www.orangecountygov.com

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