



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

ORANGE COUNTY DEPARTMENT OF SOCIAL SERVICES COURIER, GRADE 05

The Orange County Department of Social Services is now accepting applications for one non-competitive appointment to the position of Courier.

This position is assigned to the Services Division and involves responsibility for the safe and economical operation of a motor vehicle to transport passengers and to deliver materials. In addition, incumbents in this class are expected to perform routine service tasks on the vehicle. Work is performed under general supervision with latitude to exercise independent judgment in routine matters. May perform routine building service work. Does related work as required.

Duties include, but are not limited to:

- Operates a motor vehicle transporting passengers and/or delivering materials; responsible for the care of young children while transporting to appointments;
- Attends to errands requiring use of a vehicle;
- Checks operating condition of vehicle before starting a trip and reports any mechanical defect to supervisor
- May perform occasional clerical duties such as record keeping, filing, duplicating, etc;
- May coordinate appointments or visits between client and relevant party;
- May perform building service work.

MINIMUM QUALIFICATIONS: Possess and maintain a valid driver's license (Class E or higher).

SPECIAL REQUIREMENT: Must possess the ability to bend, lift, and carry 50 pounds.

CIVIL SERVICE EXAMINATION IS NOT A REQUIREMENT FOR APPOINTMENT

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT

STARTING SALARY: New Employees: Grade 05, step 02: \$20.2500 per hour; \$36,855 annually
County Employees – According to CSEA contract for Grade 05

SEND APPLICATIONS BY JANUARY 5, 2024, TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
ATTN: Madeline Rispoli, Case Supervisor

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.

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www.orangecountygov.com