



Clerical Office Assistants (Per Diem)

Applications are being accepted by the Department of Human Resources to work as Clerical Office Assistants on a per diem basis. The program is designed to provide temporary clerical assistance to various county departments, at various locations such as Goshen, Middletown, Port Jervis and Newburgh. The work involves clerical tasks of a routine nature. As departments make requests to this office, temporary employees are contacted. Work is performed under general supervision.

Final candidates considered for employment cannot already be employees of Orange County Government.

TYPICAL WORK ACTIVITIES INCLUDE (But not limited to):

May answer telephones, takes and relays messages to appropriate staff members;

May open incoming mail, date stamp and distribute to appropriate staff members;

May act as receptionist;

May index and file letters, reports, memos and other related documents;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, and email in performing work assignments;

May act as back-up support to office staff.

MINIMUM QUALIFICATIONS: None

SALARY: \$ 14.7481 per hour

HOURS: Work is assigned on an as needed basis. Per diem clerical assistants may work up to a maximum of 19.00 hours per week, per 3-month assignment.

NOTE: Temporary appointments are not eligible for benefits and will not mature into permanent/full time employment. Full time opportunities are recruited through Civil Service examinations.

Send Applications to:

Orange County Department of Human Resources
Attn: Alison Tyack
255 Main Street
Goshen, NY 10924
or via email: atyack@orangecountygov.com

Employment applications may be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

An Equal Opportunity Employer