

DATE: September 11, 2017

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Michael McLymore *MM*
Assistant Superintendent of Human Resources *cpm*

RE: **Anticipated Vacancy- Sr. Account Clerk**

Replies must be received in the Office of Human Resources by 4PM on Tuesday, September 26, 2017

At the present time the District has the following anticipated vacancies:

POSTING NAME: SRACCT

LOCATION: Central Office-Purchasing

As there is currently not a valid Sr. Account Clerk Civil Service Eligible list, this will be a provisional appointment. A Civil Service exam will be required.

REQUIREMENTS: From the Promotional List: Minimum requirements for a provisional appointment are as follows: two (2) years of permanent competitive class status in the Newburgh Enlarged City School District as either a Account Clerk or Account Clerk/Typist; or four (4) years as a Clerk or a Typist; **OR from the Open Competitive List:** 2 years of experience in compilation and maintenance of financial accounts and records; or any equivalent combination of experience and training.

GENERAL STATEMENT OF DUTIES: Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; does related as required.

Internal Applicants: submit a letter of interest to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

External Applicants: must have a completed application on file, and submit a letter of interest and resume to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the 'Letter of Interest' template found on the district's web-site under the "District" tab.
(www.newburghschools.org)

MM: cpm