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

DATE: June 13, 2017

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent of Human Resources

**RE: Senior School Office Manager**

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

**POSTING NAME: SR. SCHOOL OM (Sr. School Office Manager)**

**LOCATION: SOUTH MIDDLE SCHOOL**

**REQUIREMENTS:** Must be reachable on the current Civil Service Eligible list, or transfers.

If there are no interested candidates for this position on the list, then a provisional appointment may be made. 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 Stenographer, Typist, Clerk, or Account Clerk. Provisional appointments are subject to a written examination

**GENERAL STATEMENT OF DUTIES**: Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

**Internal Applicants:** submit a letter of interest or respond to the canvas letter.

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 HR Dept. (www.newburghschools.org)

 **PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**