

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell


Superintendent of Schools

Mr. Ed Forgit
Ms. Andrea Moriarty
Dr. Kathleen Farrell
Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack
Ms. Onyx Peterson

Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Human Resources
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer
Asst. Superintendent, Chief Information & Data Officer

DATE: September 14, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Account Clerk-Newburgh Free Library**

This posting will close at 4 PM on
Thursday, September 28, 2023

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

Posting Name	Location	Position	Requirements
ACCK-NEW	NFL	Account Clerk	Internal Transfers (Current NECSD Account Clerks) or Civil Service Eligible ONLY

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical duties in maintaining financial accounts and records and assists in performing more difficult and responsible phases of this work; does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and one year of experience in maintaining financial accounts or any equivalent combination of experience and training. For Promotion: Permanent competitive class status in the Newburgh Enlarged City School District for one year as a Clerk or Typist.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- **Transfers:** must submit a current resume and letter of interest to:

Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** FAX to: 563-3468

- **Civil Service eligible** candidates will be contacted directly.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:tc