



Dr. Jackieelyn Manning Campbell **Superintendent of Schools**

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Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, PRE K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: November 17, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder 
Assistant Superintendent of Human Resources

RE: Anticipated vacancy – CSEA – **Bilingual Senior Typist**

This posting will close at 4 PM on,
Tuesday, December 2, 2025

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

Location	Position	Requirements
District	Bilingual Senior Typist	*Provisional

Funding Source: General Fund

***Bilingual Senior Typist position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

General Statement of Duties: Performs difficult and responsible clerical work requiring a good working knowledge of departmental functions, which involves full time or substantial part time keyboarding; does related work as required.

Minimum Qualifications to Apply for Promotional Exam:

Two years of permanent status with the Newburgh Enlarged City School District as a Bi-Lingual Typist.

Internal applicants must submit a current resume and letter of interest to:

Office of Human Resources, 124 Grand St. Newburgh, NY 12550 or FAX to: 845-563-3468

External applicants must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

GH:tc