DATE: March 21, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: CSEA – Anticipated Vacancy: Bilingual Typist - Effective July 1, 2024

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Position</th>
<th>Location(s)</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBIL-015</td>
<td>Bilingual Typist</td>
<td>Hearing Office – Chestnut St/District</td>
<td>*Transfers or Provisional – Must be Bilingual</td>
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</tbody>
</table>

Funding Source: General Funds

* BILINGUAL TYPIST POSITION IS PROVISIONAL and contingent upon results of the Civil Service Exam when issued

MINIMUM QUALIFICATIONS:

(a) Graduation from high school or  
(b) possession of a high school equivalency diploma, including or  
(c) supplemented by a course in keyboarding; or  
(d) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to transcribe written and oral *Spanish to English and vice versa; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

- 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: 563-3468

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

Please do not email directly to Mr. McLymore.

Please include posting name on all correspondence.

MM: tc