




Ms. Onyx Peterson  
 Dr. Elisa Correa-Soto  
 Dr. Shannon O'Grady  
 Mr. Christopher Bayer  
 Ms. Mary Ellen Leimer  
 Mr. Joseph McGrath  
 Ms. Kimberly Rohring  
 Dr. Natasha Freeman-Mack

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

DATE: January 8, 2025  
 MEMO: TO ALL BUILDINGS – PLEASE POST  
 FROM: Mary Ellen Leimer   
 Interim Assistant Superintendent of Human Resources  
 RE: CSEA –Anticipated Vacancy: **Bilingual Typist**

This posting will close at 4 PM on  
 Thursday, January 23, 2025  
 \*Re-Post\*

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

Posting Name	Position	Location (s)	Requirements
TBIL-004	Bilingual Typist	Meadow Hill School	*Transfers or Provisional – Must be Bilingual

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](http://www.olasjobs.org)) on or before the above closing date.

Please do not email directly to Ms. Leimer.

MEL:tc