

NEWBURGH


ENLARGED CITY SCHOOL DISTRICT

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

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

DATE: April 22, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Clerk-Food Services**

This posting will close at 4 PM on
Friday, May 3, 2024

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

Posting Name	Location	Position	Requirements
CLER-001	Food Services	Clerk	Internal Transfers (Current NECSD Clerks) or Provisional

- **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**

- * **CLERK POSITION IS PROVISIONAL and contingent upon results of the Civil Service Exam when issued**

Funding Source: Cafeteria Fund

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

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

- **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**
Please use the 'Letter of Interest' template found on the district's website (www.newburghschools.org) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

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

MM:tc