



Dr. Jackieelyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
TBD
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
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: August 20, 2026

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Onyx Peterson
Deputy Superintendent

RE: CSEA –Anticipated Vacancies: Data Processing Clerk

This posting will close at 4 PM on
Wednesday, September 2, 2026

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

Position	Location	Requirements
Data Processing Clerk	Exceptional Learners	*Transfers or Provisional

Funding Source: General Funds

***DATA PROCESSING CLERK POSITIONS ARE PROVISIONAL and contingent upon results of the Civil Service Exam when issued**

GENERAL STATEMENT OF DUTIES: Responsible for running on-going computer operations. Checks data entry of clerks from other buildings and departments. Transfers data from source materials for computer input via on-line terminals. Operates data processing equipment per work schedule. Provides and distributes regularly scheduled reports. Determines what output information is desired, locates appropriate program and makes appropriate entries, adjustments and necessary provisions for retrieval of desired output. Checks the integrity of database and works directly with supervisors and users to assure quality of data. Assists backup personnel in all phases of responsibilities. Provides direct support for professional and technical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND two years experience working with the model minicomputer currently being used in the Data Processing Department of the Newburgh Enlarged City School 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**
- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

OP:sp