DATE: March 21, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: CSEA – Anticipated Vacancies: Sub Typist – Newburgh Free Library

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Position</th>
<th># Positions</th>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPI-SUB</td>
<td>Sub Typist</td>
<td>1</td>
<td>Newburgh Free Library</td>
</tr>
</tbody>
</table>

**Funding Source:** Library Fund

**MINIMUM QUALIFICATIONS:**
(a) Graduation from high school or
(b) possession of a high school equivalency diploma, including or supplemented by a course in keyboarding; or
(c) 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 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 Website (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