

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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

Acting Superintendent of Schools
Deputy Superintendent
Interim Associate Superintendent of Schools
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: May 2, 2025
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools
RE: **Anticipated Vacancy: Principal Clerk**
POSTING NUMBER: PRCK-0002

This posting will close at 4 PM on
Friday, May 16, 2025

***Principal Clerk position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES: This is complex clerical work requiring sound judgment and attention to detail in carrying out all administrative operations of a major District department. Work is performed under the general supervision of the department head, but a great deal of leeway is allowed in carrying out assigned tasks. Immediate supervision is exercised over a small number of clerical assistants. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Preferred four (4) years of higher education in business management or related field; Or;
- B. Completion of 30 credit hours, with 2 years of supervisory experience; Or;
- C. Graduation from High School or possession of a high school equivalency diploma with four (4) years of supervisory experience.

A complete job description is on the District's website 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.

MEL:tc