

DATE: July 7, 2020

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Senior Account Clerk**

This posting will close at 4 PM
on Tuesday, July 14, 2020
Not holding to the 10 days

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

Posting Name	Location	Position	Requirements
SATC-006	BOE	Senior Account Clerk	Transfers or Must be on the Civil Service Eligible List

- **Transfers and/or Civil Service Eligible** must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

GENERAL STATEMENT OF DUTIES:

Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; 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.

PLEASE DO NOT E-MAIL directly to Mr. McLymore.

MM:sb