

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: September 2, 2025

This posting will close at 4 PM on
Monday, September 15, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder
Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancies: Senior Clerks

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

Position	# Positions	Location (s)	Requirements
Senior Clerk	6	Balmville, Fostertown, NFA North, NFA Main – Curriculum & Instruction, NFA Main – Night School Hours: 12 PM – 8 PM, PREK @ GAMS	* Provisional

*Senior Clerk positions are Provisional and contingent upon results of the Civil Service Exam when issued. Eligible provisional applicants MUST be registered to take the exam being held on October 18, 2025.

Funding Source: General Funds

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from high school or possession of a high school equivalency diploma, and two years of clerical experience; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

- **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.

GH:tc