




Ms. Onyx Peterson  
 Dr. Elisa Correa-Soto  
 Dr. Natasha Freeman-Mack  
 Ms. Marcie Heywood  
 Ms. Genieve Holder  
 Mr. Joseph McGrath  
 Dr. Shannon O'Grady  
 Ms. Kimberly Rohring  
 TBD

Deputy Superintendent  
 Asst. Superintendent, Secondary Curriculum & Instruction  
 Asst. Superintendent, Chief Equity Officer  
 Asst. Superintendent, PRE K - 2  
 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: October 10, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genive Holder   
 Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancy: Senior Clerk

This posting will close at 4 PM on  
 Monday, October 27, 2025  
 \*Repost\*

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

Position	# Positions	Location (s)	Requirements
Senior Clerk	1	Curriculum & Instruction	* 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](http://www.olasjobs.org)) on or before the above closing date.

GH:tc