



Ms. Onyx Peterson  
Dr. Elisa Correa-Soto  
Dr. Natasha Freeman-Mack  
Ms. Genieve Holder  
Mr. Joseph McGrath  
Dr. Shannon O'Grady  
Ms. Kimberly Rohring  
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Student Support Services  
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: June 12, 2026  
MEMO: TO ALL BUILDINGS – PLEASE POST  
FROM: Genive Holder  
Assistant Superintendent of Human Resources  
RE: CSEA –Anticipated Vacancies: Senior Clerks

This posting will close at 4 PM on  
Friday, June 26, 2026

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

Position	Location	Requirements
Senior Clerk	District	Civil Service Eligible, Transfers or *Provisional

**\*Senior Clerk positions are Provisional and contingent upon results of the Civil Service Exam when issued.**

**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:sp