



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: May 22, 2026
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Genieve Holder ^{GH}
Assistant Superintendent of Human Resources
RE: CSEA –Anticipated Vacancies: Senior Clerks

This posting will close at 4 PM on
Friday, June 5, 2026

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

| Position | Location | Requirements |
|--------------|----------|---------------|
| Senior Clerk | District | * 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) on or before the above closing date.

GH:sp