

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

Ms. Onyx Peterson
Ms. Mary Ellen Leimer
Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Interim Associate Superintendent of Schools
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: May 30, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: CSEA –Anticipated Vacancy: Sub Typist – Newburgh Free Library

This posting will close at 4 PM on
Thursday, June 12, 2025

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

Posting Name	Position	# Positions	Location (s)
TYPI-SUB	Sub Typist	1	Newburgh Free Library

Funding Source: Library Fund

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or
- (b) possession of a high school equivalency diploma, including or supplemented by a course in keyboarding; or
- (c) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES :

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

- **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.

MEL:tc