

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

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

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

DATE: September 16, 2024
 MEMO: TO ALL BUILDINGS ~~PLEASE POST~~
 FROM: Mary Ellen Leimer ^{MEL} _{SD}
 Interim Assistant Superintendent of Human Resources
 RE: CSEA – Anticipated Temporary Vacancy: Sub Hourly Typist

This posting will end at 4:00 PM on
 Friday, September 20, 2024
 Not holding to the 10 days

This position is to assist in the District Hearing Office. Flexible schedule.

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

| Posting Name | Position | Days/Times | Location (s) |
|--------------|-----------------------------|--|----------------|
| TYPI-HEAR | Typist *Bilingual Preferred | Monday through Friday 8:00 AM – 4:00 PM OR 9:00 AM – 5:00 PM OR at the Superintendent's discretion | Hearing Office |

Funding Source: General Funds

MINIMUM QUALIFICATIONS:

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

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (TYPIST):

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.

PLEASE DO NOT E-MAIL directly to Ms. Leimer.
PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MEL: sb