


NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell **Superintendent of Schools**

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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 17, 2024
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources
RE: CSEA –Anticipated Temporary Vacancy: Typist

This posting will close at 4 PM on
Monday, September 30, 2024

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

Posting Name	Position	# Positions	Location (s)	Anticipated Time Frame
TYPI-FOS	Typist	1	FOS	October 2024 – September 2025

This is a temporary position. Salary plus benefits, non-probationary appointment. Time frames are an approximation

Funding Source: General Funds

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.

PLEASE DO NOT E-MAIL directly to Ms. Leimer.

MEL:tc