

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
Ms. Marcie Heywood
Ms. Genieve Holder
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, Pre-K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: June 27, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genive Holder
Assistant Superintendent of Human Resources



This posting will close at 4 PM on
Monday, July 14, 2025

RE: CSEA –Anticipated Vacancies: Typists

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

Position	# Positions	Location (s)	Requirements
Typist	1	Balmville	*Transfers or Provisional
Typist	1	Fostertown	*Transfers or Provisional
Typist	1	NFA North	*Transfers or Provisional
Typist	1	NFA Main – Curriculum & Instruction	*Transfers or Provisional
Typist	1	NFA Main (Night School) Hours: 12 PM – 8 PM	*Transfers or Provisional

***Typist positions are Provisional and Contingent upon results of the Civil Service Exam when issued. Eligible provisional applicants MUST be registered to take the exam being held on July 12, 2025.**

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.

GH:tc