

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 6, 2024

This posting will end at 4:00 PM on
 Thursday, September 19, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer (ML) (ML)
 Interim Assistant Superintendent of Human Resources

RE: CSEA – Anticipated Vacancies: Typists

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

Posting Name	Position	# Positions	Location (s)	Requirements
TYPI-037	Typist	1	C&I - BOE	*Transfers or Provisional
TYPR-076	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.**

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: tc