DATE: July 21, 2017

Replies must be received in the Office of Human Resources by 4PM on July 27, 2017

(Not holding to the 10 Days)

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent of Human Resources

RE: CSEA

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Posting Name** | **Location** | **QTY** | **Requirements** |
| BilingualTypistNFA-M | NFA-M | 1 | **Transfers or \*\*Civil Service Eligible****Only need to apply** |

 **\*\* MUST be on the Civil Service Eligible list from June 17, 2017 Test\*\***

**Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources

124 Grand Street, Newburgh, NY 12550

Or **FAX** to: 845-563-3468

**External Applicants**: must have a completed application on file **and** submit a letter of interest to:

Office of Human Resources,

124 Grand St., Newburgh, NY 12550

Or **FAX** to: 845-563-3468

**PLEASE DO NOT E-MAIL directly to Mr. McLymore**. Please use the ‘Letter of Interest’ template found on the district’s web-site under the HR Dept. (www.newburghschools.org)

 **PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

McL:bw

Your Logo Here or delete this text