DATE: July 10, 2017 Reply must be received in the

 Human Resource Office by

 4:00 P.M. on July 21, 2017

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

 Asst. Supt. of Human Resources

RE: School Tax Office Seasonal Employment

At the present time the district has the following anticipated vacancy:

|  |  |  |
| --- | --- | --- |
| **Posting Name** | **Location** | **Position** |
| **SchTaxOff** | BOE | **Seasonal Hourly Staff** |

Maximum 20 hours per week during school tax collection period.

* Limited hours
* Experience working with the public
* Computer knowledge a must
* Working with numbers; troubleshooting
* Phone experience
* Familiar with local area
* Comfortable handling check and cash payments
* Multi-Tasking

**Internal candidates** should respond in writing **(POSTING NAME MUST BE INCLUDED)** on or before closing date to: Michael McLymore, Assistant Superintendent of Human Resources 124 Grand St., Newburgh, NY 12550.

**External candidates** must have an approved application on file and submit a letter of interest **(POSTING NAME MUST BE INCLUDED)** on or before the closing date to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand St. Newburgh, NY 12550

MML/bw

Minority/Bilingual Candidates Encouraged to Apply

“An Equal Opportunity Employer