DATE: September 12, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – Account Clerk-Purchasing

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCK-004</td>
<td>BOE-Purchasing</td>
<td>Account Clerk</td>
<td>Internal Transfers (Current NECSD Account Clerks) or *Provisional</td>
</tr>
</tbody>
</table>

*Account Clerk position is provisional and contingent upon results of the Civil Service Exam when issued.

GENERAL STATEMENT OF DUTIES:
Independently performs routine clerical duties in maintaining financial accounts and records and assists in performing more difficult and responsible phases of this work; does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a high school equivalency diploma, and one year of experience in maintaining financial accounts or any equivalent combination of experience and training. For Promotion: Permanent competitive class status in the Newburgh Enlarged City School District for one year as a Clerk or Typist.

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

- **Transfers:** 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 & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:sb