

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Jackielyn Manning Campbell Superintendent of Schools

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Ms. Marcie Heywood
Ms. Genieve Holder
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, Pre K - 2
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: February 12, 2026

This posting will close at 4 PM
on Friday, February 27, 2026

MEMO: TO ALL SCHOOLS PLEASE POST

FROM: Genieve Holder
Assistant Superintendent of Human Resources

RE: School Tax Office Seasonal Employment – Part Time Tax Cashier

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

Posting Name	Location	Position
SchTaxOff	BOE	Seasonal Hourly Staff/Part Time

Part-time tax cashiers are responsible for:

- Processing tax payments both at the window and those received in the mail
 - Counting and recording cash payments
 - Detailed review of check payments
 - Data entry
 - Use of adding machine and basic math skills
- Answering the phones
 - Assisting taxpayers with questions, requiring knowledge of how taxes are calculated, availability and eligibility of exemptions, general understanding of all property taxes and understanding of payment options including how to access and remit payments online.
- Corresponding with taxpayers both verbally and in writing, requiring exceptional customer service skills, the ability to write coherently and concisely, and the ability to type.

Funding Source: General Fund

- 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:sp