December 22, 2023

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Principal Typist (CSEA) – Human Resources

*Principal Typist position is provisional and contingent upon results of the Civil Service Exam when given

POSTING NUMBER: PTCS-002

Principal Typist- Human Resource Office

GENERAL STATEMENT OF DUTIES:
This is an important position involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment, and a thorough understanding of specific law, office rules, procedures, contracts and policies and a substantial amount of keyboarding. Work is done under the general supervision of a building principal or other designated administrator. Direct or general supervision may be exercised over the work of one or more full or part time clerical.

• INTERNAL TRANSFERS ONLY: submit a current resume and letter of interest to: Office of Human Resources, 124 Grand St. Newburgh, NY 12550 OR FAX to: 563-3468

For Promotion:
Permanent competitive class status in the Newburgh Enlarged City School District for 2 years as a Senior Typist or 5 years as a Typist.

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

Funding Source: General Fund

PLEASE DO NOT E-MAIL directly to Mr. McLymore.

MM: sb