



Dr. Jackielyn Manning Campbell Superintendent of Schools

- Ms. Onyx Peterson
- Dr. Elisa Correa-Soto
- Dr. Natasha Freeman-Mack
- 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, Human Resources
- Asst. Superintendent, Chief Information & Data Officer
- Asst. Superintendent, Elementary Curriculum & Instruction
- Asst. Superintendent, Finance/Chief Financial Officer
- Asst. Superintendent, Exceptional Learners

DATE: June 29, 2026

This posting will close at 4 PM on Monday, July 13, 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 vacancies:

Posting Name	# of Staff	Location	Position
SchTaxOff	2	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](http://www.olasjobs.org)) on or before the above closing date.

GH:sp