



Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Dr. Madeline Diamond
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: October 20, 2026
MEMO: TO ALL BUILDINGS – PLEASE POST

This posting will close at 4 PM on
Monday, November 2, 2026

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: CSEA –Anticipated Vacancies: Senior Clerk- Human Resources

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

Position	Location	Requirements
Senior Clerk	District	Civil Service Eligible, Transfers or *Provisional

***Senior Clerk positions are Provisional and contingent upon results of the Civil Service Exam when issued. Eligible provisional applicants MUST be registered to take the exam being held on November 21, 2026.**

Funding Source: General Funds

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from high school or possession of a high school equivalency diploma, and two years of clerical experience; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

- **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.

MD:sp