DATE: September 20, 2023

MEMO: TO ALL BUILDINGS - PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: CSEA - Anticipated Vacancies: Typists and Bilingual Typists

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Position</th>
<th># Positions</th>
<th>Location(s)</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBIL-011</td>
<td>Bilingual Typist</td>
<td>1</td>
<td>South Middle School (Guidance Office)</td>
<td>*Transfers or Provisional / Must be Bilingual</td>
</tr>
<tr>
<td>TYPI-030</td>
<td>Typist</td>
<td>1</td>
<td>South Middle School (Main Office)</td>
<td>*Transfers or Provisional</td>
</tr>
</tbody>
</table>

Funding Source: General Funds

* TYPIST & BILINGUAL TYPIST POSITIONS ARE PROVISIONAL and contingent upon results of the Civil Service Exam when issued.

MINIMUM QUALIFICATIONS:
(a) Graduation from high school or
(b) possession of a high school equivalency diploma, including or
(c) supplemented by a course in keyboarding; or
(d) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (TYPIST):
Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: (BILINGUAL TYPIST)
Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to keyboard accurately at an acceptable speed; ability to understand and carry out oral and written instructions; ability to transcribe written and oral *Spanish to English and vice versa; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; good physical condition.

• 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) or before the above closing date.

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

MM: sb