

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit
Ms. Andrea Moriarty
Dr. Kathleen Farrell
Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Onyx Peterson
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: September 20, 2023

MEMO: TO ALL BUILDINGS **PLEASE POST**

FROM: Michael McLymore
Assistant Superintendent of Human Resources

This posting will close at 4 PM on
Tuesday, October 3, 2023

RE: CSEA –Anticipated Vacancies: Typists and Bilingual Typists

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

Posting Name	Position	# Positions	Location (s)	Requirements
TBIL-011	Bilingual Typist	1	South Middle School (Guidance Office)	*Transfers or Provisional / Must be Bilingual
TYPI-030	Typist	1	South Middle School (Main Office)	*Transfers or Provisional

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 visa 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) on or before the above closing date.

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

MM:sb