DATE: December 21, 2023

MEMO: TO ALL BUILDINGS — PLEASE POST

FROM: Michael McLymore

Assistant Superintendent of Human Resources

RE: CSEA—Anticipated Vacancies: Typist

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>TYPI-037</td>
<td>Typist</td>
<td>1</td>
<td>BOE-Curriculum &amp; Instruction Dept.</td>
<td>*Transfers or Provisional</td>
</tr>
</tbody>
</table>

Funding Source: General Funds

* TYPIST POSITION IS 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 supplemented by a course in keyboarding; or
(c) any equivalent combination of experience and training sufficient to indicate ability to do the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
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.

- **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.

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