

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit  
Ms. Andrea Moriarty  
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Mr. Christopher Bayer  
Mr. Michael McLymore  
Ms. Onyx Peterson  
Ms. Kimberly Rohring  
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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 28, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: CSEA – Anticipated Vacancies: Typist

This posting will close at 4 PM on  
Wednesday, October 11, 2023  
\*Re-Post\*

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

Posting Name	Position	# Positions	Location (s)	Requirements
TYPI-004	Typist	1	Fostertown School	*Transfers or Provisional

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**

MM:sb