

NEWBURGH


ENLARGED CITY SCHOOL DISTRICT

Mr. Ed Forgit

Interim Superintendent of Schools

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Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Asst. Superintendent, Equity & Access
Asst. Superintendent, Human Resources
Asst. Superintendent, Finance/Chief Financial Officer

DATE: June 21, 2022
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Michael McLymore 
Assistant Superintendent of Human Resources
RE: CSEA – Anticipated Vacancies: Typists (Bilingual)

This posting will close at 4 PM on
Tuesday, July 5, 2022

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

Posting Name	Position	Location	Requirements
TBIL-021	Bilingual Typist	Horizons on Hudson	Transfers or Provisional* Must be Bilingual*
TBIL-019	Bilingual Typist	Heritage MS	Transfers or Provisional* Must be Bilingual*

Funding Source: General Funds

***BILINGUAL 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
- (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:

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) or the District's NEW online application system: [RecruitFront](#) 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