

DATE: June 7, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy- Clerk

Replies must be received in the Office of Human Resources by 4PM on Wednesday, June 20, 2018

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

POSTING NAME: CLRK-VGSA

LOCATION: Vails Gate STEAM Academy

Transfers or Civil Service eligible

REQUIREMENTS: Must have taken the Civil Service Clerk exam that was given in November of 2017.

GENERAL STATEMENT OF DUTIES: Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

Internal Applicants: submit a letter of interest to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

External Applicants: must have a completed application on file, and submit a letter of interest and resume to: Michael McLymore, Assistant Superintendent of Human Resources, 124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the ‘Letter of Interest’ template found on the district’s web-site under the “District” tab.

(www.newburghschools.org)

MM: cpm