

DATE: April 6, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore *EMM*
Assistant Superintendent of Human Resources *cpm*

RE: Anticipated Vacancy – NFL-Principal Library Clerk

Replies must be received in the Office of Human Resources by 4PM on Monday, April 23, 2018

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

Posting Name	Location	Position
PLBC-001	NFL	Principal Library Clerk- Provisional Appointment*

Minimum Qualifications: Promotional **EXAM # 78707**

Permanent status in the Newburgh Enlarged City School District as follows; Either:

- Three (3) years of permanent status as Library Clerk or Library Assistant, or;
- Four (4) years of permanent status as Clerk, Account Clerk, Senior Account Clerk or Typist

Minimum Qualifications: Open Competitive **EXAM # 67759**

Graduation from high school or possession of a high school equivalency diploma AND either:

- Three (3) years of library clerical experience, OR;
- Four (4) years of general clerical experience.

Internal Applicants: You must apply to take the *Civil Service Exam by no later than April 23, 2018 **and** submit your letter of interest by the closing date above. Please see the District’s website for details “City of Newburgh website for upcoming exams.” *A separate application and fee will be required.

External Applicants: Must have a completed application on file and submit a letter of interest to the Office of Human Resources. **You must also apply to take the Civil Service Exam** by no later than April 23, 2018. Please see the District’s website for details “City of Newburgh website for upcoming exams.” *A separate application and fee will be required.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the DISTRICT TAB/Employment with the District.

MML: cpm