

DATE: April 6, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore *MML*
Assistant Superintendent of Human Resources *on*

RE: Anticipated Vacancy – Sr. School Office Manager

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
SSOM-002	Meadow Hill	Sr. School Office Manager- Provisional Appointment*

Minimum Qualifications: Promotional **EXAM # 79365**

Two (2) years of permanent competitive class status in the Newburgh Enlarged City School District as either a Stenographer, Typist, Clerk, Account Clerk or Senior Account Clerk.

General Statement of Duties: Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

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.” Click on “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