

NEWBURGH


ENLARGED CITY SCHOOL DISTRICT

Mr. Ed Forgit

Acting Superintendent of Schools

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Ms. Andrea Moriarty
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Dr. Pedro Roman

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Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: October 22, 2021
MEMO: TO ALL SCHOOLS – PLEASE POST
FROM: Michael McLymore 
Assistant Superintendent of Human Resources
RE: Anticipated Vacancy – NFL-Principal Library Clerk

Replies must be received in the Office of Human Resources by 4PM on Tuesday, November 2, 2021

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

Posting Name	Location	Position
PLBC-001	NFL	Principal Library Clerk

Must be on the Civil Service eligible list for a probationary appointment.

Provisional appointments require a Civil Service exam.

Minimum Qualifications: Promotional

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

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.

External Applicants: Please apply online using the District's online application program "RecruitFront"

Internal applicants: 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