



Ms. Onyx Peterson
Ms. Elisa Correa-Soto
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Mr. Christopher Bayer
Ms. Mary Ellen Leimer
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Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: November 25, 2024
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Mary Ellen Leimer
Interim Assistant Superintendent of Human Resources
RE: CSEA –Anticipated Vacancy: **Bilingual Typist**

This posting will close at 4 PM on
Tuesday, December 10, 2024
Re-Post

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

Posting Name	Position	Location (s)	Requirements
TBIL-004	Bilingual Typist	Meadow Hill School	*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 vice 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) on or before the above closing date.

Please do not email directly to Ms. Leimer.

MEL:tc