



Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Dr. Madeline Diamond
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

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

DATE: October 13, 2026
MEMO: TO ALL BUILDINGS – **PLEASE POST**

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: CSEA –**Anticipated Vacancies: Senior Clerk**

This posting will close at 4 PM on
Monday, October 26, 2026

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

Position	Location	Requirements
Senior Clerk	District	Civil Service Eligible, Transfers or *Provisional

***Senior Clerk positions are Provisional and contingent upon results of the Civil Service Exam when issued.**

Funding Source: General Funds

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from high school or possession of a high school equivalency diploma, and two years of clerical experience; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

- **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.

MD:sp