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SENIOR TYPIST

CITY OF NEWBURGH
ENGINEERING DEPARTMENT
Part-Time Position (17.5 hrs./week)
Starting Salary: \$17.75/hr.
CSEA Benefits

GENERAL DESCRIPTION OF DUTIES:

Performs difficult and responsible clerical work requiring a good working knowledge of departmental functions and involves substantial keyboarding.

REQUIREMENTS TO APPLY:

Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience. Must be able to keyboard at the rate of 40 words per minute. Computer proficiency preferred.

**Applications available at the Newburgh Civil Service Office
City Hall 83 Broadway, Newburgh, NY 12550
Or, on-line at www.cityofnewburgh-ny.gov
Through 12/28/09
CITY OF NEWBURGH - AN EQUAL OPPORTUNITY EMPLOYER**

12/16/09