



Bi-Lingual Translator Typist

Full-Time Position –Code Compliance Office

Provisional – Contingent Permanent Appointment – pending civil service exam

Starting Salary: \$33,717

CSEA Benefits

Preference in appointment may be given to City of Newburgh residents

GENERAL STATEMENT OF DUTIES:

This position involves the responsibility for translating oral and written information in English and Spanish fluently and accurately for public dissemination. The position also requires the incumbent to perform general clerical duties as well as keyboarding. The work is performed under general supervision.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. Fluency in English and Spanish, or any other language as designated by announcement.

Send resume with cover letter via email to

mmills@cityofnewburgh-ny.gov

thru July 13, 2016

Newburgh Civil Service Office

City Hall 83 Broadway

Newburgh, NY 12550

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