



## **Senior 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:**

Performs difficult and responsible clerical work requiring a good working knowledge of departmental functions, which involves full time or substantial part-time keyboarding; does related work as required.

### **MINIMUM QUALIFICATIONS:**

#### For Promotion:

Two years permanent competitive status as Clerk, Account Clerk, Typist or any other related clerical position with the City of Newburgh.

#### Open Competitive:

Graduation from high school or possession of high school equivalency diploma and two years of clerical experience which shall have involved keyboarding.

**Send resume with cover letter via email to**

**[mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov)**

**thru July 13, 2016**

**Newburgh Civil Service Office**

**City Hall 83 Broadway**

**Newburgh, NY 12550**

**CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER**

**[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)**