

December 21, 2018

BERGEN COUNTY TECHNICAL SCHOOLS

"A school of choice for teachers and students who believe in doing the serious work of creating a learning community"

POSITION OPENING FOR SCHOOL YEAR 2018-2019

**SECRETARY
(12 Months – Non-certificated)
Hackensack Campus**

QUALIFICATIONS:

1. High School diploma required.
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Excellent word processing skills – minimum 55 wpm.
4. Superior telephone technique.
5. Experience with PC and/or Macintosh platforms.
6. Knowledge of Excel, Microsoft Word/Office, Outlook, Quick Books, PowerSchool, and Naviance - preferred.
7. Experience working in a school district, specifically with student activity accounts, purchase orders and school lunch program – preferred.
8. Excellent interpersonal skills (able to effectively communicate with staff); organized; and detail oriented.
9. New Jersey residency required within one (1) year of date of hire.

Applicants for this position are asked to submit a current resume, and other supporting materials to:

Gary P. Hall
Director of Human Resources
Bergen County Technical Schools
540 Farview Avenue
Paramus, NJ 07652

Fax: 201-265-5785 or e-mail: jeafor@bergen.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please post from December 21, 2018 through January 11, 2019

GPH/rlp

c: Presidents, Employee Associations

PCN #27-05-AL/ajw