

October 11, 2021

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 2021-2022

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

QUALIFICATIONS:

1. High School diploma.
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. Proficiency in Outlook, Excel, Microsoft Word/Office.
7. Effective communication and organizational skills.
8. Excellent interpersonal skills (able to effectively communicate with staff).
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 October 11, 2021 through October 25, 2021

GPH/rlp

c: Presidents, Employee Associations