

RUTHERFORD PUBLIC SCHOOLS
Rutherford, New Jersey 07070

September 14, 2011

POSITION OPENING

**Clerical Assistant – Health Office
Rutherford High School
10 months per year
up to 19.5 per week**

Position Available: Immediately

Qualifications: Good clerical and interpersonal skills
Strong computer skills a must

Salary: \$17.38 per hour to start

Please respond **with resume and letter of intent** to:

Elaine L. Baldwin
Interim Superintendent of Schools
176 Park Avenue
Rutherford, NJ 07070

or email to resumes@rutherfordschools.org

or fax resume to 201-939-6350

On or before October 5, 2011 or until position is filled.

---AN EQUAL OPPORTUNITY EMPLOYER---