

RUTHERFORD PUBLIC SCHOOLS
Rutherford, New Jersey 07070

October 3, 2011

POSITION OPENING
SECRETARY – DISTRICT TECHNOLOGY OFFICE
12-Month Position

Position Available: January 2, 2012

Requirements:

- H.S. diploma or equivalent training
- Formal secretarial training preferred
- Minimum of 4 yrs. related work experience
- Proficient in Microsoft Office
- Mac OS experience preferred
- Ability to type 45 wpm
- Ability to take shorthand preferred
- Ability to provide confidential secretarial and administrative support
- Knowledge of efficient office procedures
- Good computer skills
- Strong telephone skills and ability to communicate effectively
- Strong interpersonal skills
- Detail oriented
- Good organizational skills

Salary: On School Secretarial Salary Guide

Benefits: NJ State Health Benefits Plan,
Dental Plan, Pension Plan,
Vacation Schedule

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

Ms. 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 17, 2011 or until the position is filled.

---- AN EQUAL OPPORTUNITY EMPLOYER ----