

# PLEASE POST

ESSEX COUNTY SCHOOLS OF TECHNOLOGY  
BOARD OF EDUCATION  
LEROY F. SMITH, JR. PUBLIC SAFETY BUILDING  
60 NELSON PLACE, 1 NORTH – NEWARK, NEW JERSEY 07102

SPECIFICATIONS FOR POSITION OF:

## **SECRETARY – MAIN OFFICE**

The district is seeking a Secretary for West Caldwell Tech Main Office. Interested applicants should submit letter of interest along with resume to Human Resources or to [jobs@essextech.org](mailto:jobs@essextech.org) by **February 24, 2020**.

### **QUALIFICATIONS**

1. High school diploma required
2. Bilingual preferably in Spanish but not required
3. Minimum experience in school office work as determined by the Board
4. Knowledge of automated office equipment and efficient office procedures
5. Proficient typing ability required
6. Good word processing skills, knowledge of Microsoft Office applications preferred
7. Knowledge of student database management system preferred
8. Strong analytical, communication and human relations skills
9. Required criminal history check and proof of US citizenship or resident alien status
10. Must be resident of New Jersey or attain primary residency in New Jersey within the year unless exempted under the law

### **JOB GOALS**

Perform duties entailing a degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient operation of the office/department.

### **SALARY & TERMS OF EMPLOYMENT**

\$41,750- \$54,350 (2018-2019 contract rate)

This is for full-time day during 12 months of the year. Position is governed by collective bargaining agreement by and between the Board of Education and the Essex County Vocational Education Association.

### **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

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The Essex County Vocational and Technical High Schools are public schools supported by County, State and Federal Funds. There are five such programs operated by the Board of Education for the Vocational Schools in the County of Essex. These include four high schools and one adult center. In addition to salary, the Board of Education offers fringe benefits to all employees. These benefits include maintenance of hospitalization insurance including Aetna Medical, Dental and Maxor Plus Prescription Plan. The Board also maintains a \$4,000 Group Life Insurance Policy for each employee.

**THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IS AN AFFIRMATIVE ACTION EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**