

April 6, 2022

BERGEN COUNTY SPECIAL SERVICES
ANNOUNCEMENT: POSITION OPENING

The Board of Education is seeking applications for the 2022-2023 school year for the following position:

C.A.R.T. REPORTER (“CAPTIONER”)
(Computer Aided Realtime Translation Reporter)
(10 Months - Non-certificated)
SHIP- MIDLAND PARK

Qualifications:

1. High School Graduate.
2. Certificate of Completion/Proof of graduation of Steno Program having attained 225 words per minute with 95% accuracy – preferred.
3. Must be familiar and knowledge able about stenotype, Windows-based computers, and CAT software (Eclipse Software is utilized), Google Apps (Drive, Classroom, Meet) - preferred.
4. Must be able create text through realtime translation software with a minimal delay preferably less than one second.
5. New Jersey residence within one (1) year from date of hire.

NOTE: Position available 9/1/22.

Applicants for this position are asked to submit a letter of interest with a current resume to:

Gary P. Hall
Director of Human Resources
Bergen County Special Services
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 April 6, 2022 through April 20, 2022

GPH/jf

c: Presidents, Employee Associations

PCN # 04-28-08/azb