

May 20, 2022

**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 2022-2023**

**SECRETARY  
(reports to Director of Special Education)  
(12 Months – Non-certificated)  
Central Office/540 Farview**

**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 Excel, Filemaker Pro, Microsoft Word/Office and Outlook.
7. Knowledge of special education timelines, able to manage records, and be familiar with IEP software system – preferred.
8. Effective time management and organizational skills.
9. Excellent interpersonal skills (able to effectively communicate with staff).
10. New Jersey residency required within one (1) year of date of hire.

**NOTE:** Position available July 1, 2022.

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: [roslap@bergen.org](mailto:roslap@bergen.org)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please post from May 20, 2022 through June 2, 2022

GPH/rlp

c: Presidents, Employee Associations

**PCN# 27-40-AL/bah**