

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

OFFICE OF HUMAN RESOURCES

525 Academy Street, Maplewood, New Jersey 07040

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POSTING

CONFIDENTIAL SECRETARY

1.0 FTE - SUPERINTENDENT'S OFFICE

<u>Date Posted</u>	<u>Work Year</u>	<u>Base Salary</u>	<u>Application Deadline</u>
August 10, 2020	12 months	As per Board Agreement	Until Filled

AVAILABLE OCTOBER 2020

THE POSITION

The candidate must possess excellent office skills including knowledge and experience with Microsoft Word & Excel, Google Applications, System 3000 and other key computer programs. Additionally, the candidate should have previous experience working in a school district central office environment; have a strong work ethic while handling assignments on a team or independently; be able to manage multiple tasks; be thorough, detailed oriented and organized; and possess exemplary interpersonal, written and communication skills.

QUALIFICATIONS REQUIRED

1. Excellent secretarial and computer skills.
2. Prior executive secretarial and/or school district central office secretarial experience preferred.
3. Thorough familiarity with key computer programs, such as Word, Excel and Google Applications.
4. Demonstrated ability to accept responsibility, to act independently and to function as an effective team member within a human relations department environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

APPLICATION PROCEDURE

Candidates should apply online at: www.applitrack.com/somds/onlineapp

**Office of Human Resources
South Orange-Maplewood Board of Education
EOE/AAE
www.somds.k12.nj.us**