



Secaucus Public Schools

685 Fifth Street
Secaucus, NJ 07094

Per Diem Secretary (Confidential)

The Secaucus Board of Education invites qualified and interested persons to apply for the position of **Per Diem Secretary (Confidential)**.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of a High School degree or equivalent.
- Minimum of two years of successful experience in a related secretarial or office position.
- Demonstrate excellent clerical or secretarial skills, including organizational and filing skills, general computer skills, proficiency in Microsoft Office, data management and reporting.
- Excellent communication and interpersonal skills.
- Working knowledge of general operation of the Secaucus school district.

BASIC FUNCTIONS AND RESPONSIBILITIES

- Perform secretarial and clerical tasks, some of which may be confidential and unique to the assigned office, requiring a thorough knowledge of rules and regulations of the school and school system, and the frequent exercise of independent judgment.

Hourly Rate and Employment

Compensation: \$15.00/hour

HOW TO APPLY

The Secaucus Board of Education is ONLY accepting electronic applications.
Please apply online at www.sboe.org.

Growing Global Learners through Positive Culture and Academic Challenges

**THE SECAUCUS BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Board approved