

# Vacancy Posting

**Position Available:** Adult Community Services Secretary/Clerical Job Description

**School / Program:** Post-21 –Adult Community Services/ Twelve (12) Month position

**Start Date:** 7/1/2019 - pending criminal history review

## GENERAL JOB DESCRIPTION:

Perform various clerical and secretarial duties as assigned to facilitate effective office operations.

Reports to: Department or Program Administrator

## Minimal Qualifications:

- Previous experience in a professional office setting with clerical responsibilities.
- Proficient with Microsoft Office applications.
- Such alternatives to the above qualifications as the Commission may find appropriate and acceptable.
- High School Diploma or equivalent. Some college education or business related certificate preferred.
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- Responsibilities:
- Handle receptionist duties.
- Handle sorting, date stamping and distribution of mail for the program or department assigned.
- Provide Superintendent's office and other departments with clerical assistance when available. Monitor and maintain accurate staff and client records and files. Develop and maintain a database system to track employee training as required by DDD through the College of Direct Support.
- Monitor and maintain staff reporting and attendance, inter-office mail.
- Process requests for materials and supplies in a timely manner according to the business office guidelines.
- Input requisitions for ACS program, as requested. Must have the ability to keep information strictly confidential.
- Other duties as assigned by the Superintendent and/or designee.

*To apply for a position with the Educational Services Commission of New Jersey, please submit a letter of interest, resume, employment application and appropriate certifications to:*

**Director of Human Resources:**

**Nadia Romano**

[HR@escnj.k12.nj.us](mailto:HR@escnj.k12.nj.us)

**ESCNJ**

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**\ESCNJ is an EOE/AA Employer**