



**TOWN OF FOXBOROUGH
JOB POSTING NOTICE
Human Resources Department**

Position: Principal Account Clerk

Manager: Hannelore Simonds

Department: Assessors

Starting Salary: \$22.82 - \$28.51 /hr.

Posting Date: April 30, 2013

Close Date: May 17, 2013

(late applications will not be considered)

Position Description:

The Town of Foxborough seeks qualified applicants for the 19 hour per week permanent position of Principal Account Clerk. The position is responsible for administrative functions of a technical nature. Applicants should be highly organized and detail oriented, possess solid communication skills and be able to multi-task in a fast paced environment. High proficiency with Microsoft Office required.

Qualifications:

Associates degree preferred. A self-starter with at least 3-5 years office experience.

Apply

Cover Letter, Application and Resume must be submitted by 12:30 p.m. Friday May 17th, 2013 to the Human Resource Director, Foxborough Town Hall, 40 South Street, Foxborough, MA 02035 or jobs@town.foxborough.ma.us.

The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action employer.