BOARD OF HEALTH

TOWN OF FOXBOROUGH

MASSACHUSETTS

Paul Steeves, Chairman
Paul A. Mullins, Vice-Chairman
Eric S. Arvedon, Clerk

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Pauline E. Clifford, Health Agent

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FOXBOROUGH, MA

Secretary- Administration

Short Term-Temporary Position

The Foxborough Board of Health has an immediate opening for a department Secretary-Administration on a short term basis until December 31, 2010 (and possibly beyond). This position is approved for 35 hours per week, at a salary range of $18.27 – 24.45 per hour, to be determined. The secretary will assist the Health Agent and the Board with the running of a small but fast paced office. Duties will include use of computer for various tasks, posting information to website, transcribing minutes and general routine office tasks. A detailed job description is available upon request. Please contact Pauline Clifford at pclifford@mail.town.foxborough.ma.us or by mail to 40 South Street, Foxborough, MA 02035.
This position will be filled once a suitable candidate is found.

August 3, 2010