



TOWN OF FOXBOROUGH
JOB POSTING NOTICE
Human Resources Department

Position: Senior Clerk, Elections

Department: Town Clerk's Office

Manager: Robert E. Cutler, Jr.

Starting Salary: \$21.17 hr.

Posting Date: September 3, 2013

Close Date: until filled

Position Description: The Town of Foxborough is seeking applicants for the position of Senior Clerk, Elections. Applicants should be highly organized and detail oriented, possess solid communication skills and be able to multi-task in a fast paced environment. Experience with, Microsoft Office (specifically Excel and Access) and/or similar software use is required. This is a 23 hour per week position.

Qualifications:

High School experience, Associates degree or higher is preferred. Specific experience with Microsoft Office (specifically Excel and Access) or similar software is preferred. A self-starter with at least 3 years of related work experience, preferably in a Town/City Clerk's Office or other municipal office is preferred.

Apply

Cover Letter, Application and Resume must be submitted 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.