

RECEIVED
TOWN CLERK

2009 OCT 20 PM 3:11

FOXBOROUGH, MA 02035

PART-TIME SECRETARY

The Town of Foxborough is seeking applicants for the part-time position of Secretary in the Conservation Department. The individual will perform varied and complex secretarial work involving skilled operation of a computer, other standard office equipment, and moderately complex record-keeping duties. Applicants should be energetic, detail oriented, well organized, and have good customer service skills. Starting salary is Step 1 - \$18.27 per hour.

Resume must be submitted by Friday, November 6, 2009 by 11:00 a.m., to the Town Manager, Town Offices, 40 South Street, Foxborough, MA 02035.

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

Advertise one time October 22, 2009.