



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

Job Posting

Principal Clerk

Applications are being accepted for a full-time (36.5 hours) clerk in the Treasurer/Collector Office. This position requires a thorough knowledge of office-related computer software including Microsoft applications. The applicant must possess strong technical skills in computer applications up to implementation of new software applications. He/she will be responsible for a wide variety of administrative duties under the general supervision of the Treasurer / Collector. Must have excellent customer service skills and a general knowledge of accounting principles. Applicants must have a minimum of a Bachelor's Degree in Accounting, Finance or related field, with at least 2-5 years of financial experience in an office setting.

Please submit application and resume to the Human Resource office,
by email to: glagattolla@saugus-ma.gov

Applications will be kept on file for a period of one year.

The Town of Saugus is an equal opportunity employer.

*Federal Law forbids discrimination based on race, religion, sexual orientation,
national origin, age, marital status, or disability.*