



Camelot Owners Association Inc. (C.O.A.)

Hiring a Secretary/Administrative Assistant

C.O.A. is a Butte County home owners association that is incorporated and operated for the benefit of our property owner.

Job Title: Secretary

Date: July 23, 2010

Job Description:

1 SUMMARY OF FUNCTIONS: Responsible for performing a variety of duties mainly for the President and the Board of Directors in general. In addition, you are required to attend Annual Corporate meetings, open Board of Directors Meetings and closed Executive Meetings.

2 MAJOR DUTIES AND RESPONSIBILITIES:

- Record and provide written minutes of all association meetings and read those minutes at open meetings, as necessary. Provide administrative assistance mainly to the President and other officers and board members as required or as requested including correspondences, typing, information research, filing and monitoring telephone messages. Drafts memos/letters as appropriate including posting and publishing of meeting notices, help in assembling, mailing and publishing the Camelot news letter and required discloser documents.
- Schedule and perform word processing activities; format, revise and print out final copies of documents for the officers that may be distributed to outside sources, members and employees.
- Maintain the Association calendar and submit material to the Camelot Web site.
- Maintain company files, soft and hard copy alike.
- Performs other administrative or office duties as required or as assigned.

3 ORGANIZATIONAL RELATIONSHIPS: Reports directly to the President of the Board.

Job Location: Butte County, Calif. Lake Concow area. Except for attending association meetings, the job shall be performed mainly at your home or preferred location.

SKILLS REQUIRED: Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.

Employment Status: Permanent, Part-time

Please Send Application/ Resume' and Letter to: Camelot Owners

P.O.Box 4154

Yankee Hill , CA 95965

Camelot Owners Association Inc. is an Equal Opportunity Employer.