



**CANYON LAKE**  
PROPERTY OWNERS ASSOCIATION

31512 Railroad Canyon Road • Canyon Lake • CA • 92587  
(951) 244-6841 [www.canyonlakepoa.com](http://www.canyonlakepoa.com)

## **JOB OPENING ANNOUNCEMENT**

### **HEARING SERVICES COORDINATOR**

The Canyon Lake Property Owners Association (CLPOA) is currently accepting applications for a part-time position (approximately 20-25 hours per week/ 5 days a week) in the Member Services Department. The ideal candidate should have experience with an HOA/POA but not required.

**Classification Type:** Part-time, Regular  
**Starting Pay Rate:** \$ 14.00 - \$ 16.00 per hour (Compensation based on experience). Approximately 20 - 25 hours per week, 5 days a week  
**Benefits:** Not Applicable  
**Accepting applications:** Now until vacancy filled

#### **Brief Job Description and Responsibilities**

Under the supervision of the Director of Member Services, the Hearing Services Coordinator will be processing all citations written by Community Patrol & Marine Patrol; maintain all records for the citations from date written through the appeals process and/or payments of the citation. Attend monthly night meetings of the Appeals Committee and coordinate member attendance at Association sponsored traffic school.

#### **Requirements**

The Hearing Services Coordinator must possess the following attributes:

##### **Education:**

High School Diploma or possession of a GED certificate from a recognized agency

##### **Other:**

Must be able to read, understand and interpret the Association Rules, Regulations and CC & R's  
Must be able to work in a team atmosphere  
Basic office and administrative skills  
Microsoft Office; Word, Excel and Outlook a must  
Good communicative skills  
Excellent verbal and written communication skills  
Accuracy, confidentiality and attention to detail are essential  
Must be available to work during weekends and holidays

#### **How to Apply**

1. Job application
  - An employment application can be picked up in the Human Resources Department
  - or downloaded via [www.canyonlakepoa.com](http://www.canyonlakepoa.com) under Document Center/ Forms/ Employment Application
2. Personal resume and cover letter

All applications and resumes shall be submitted to the Human Resources Department as soon as possible. Applications and resumes can also be emailed to [abohnert@canyonlakepoa.com](mailto:abohnert@canyonlakepoa.com) or fax to (951) 246-1770. For more information, contact the Human Resources Department at (951) 244-6841, ext. 218.