



## **Tahoe Donner Association Job Description**

**Job Title:** Office Associate I – ASO  
**Job Code:** 465  
**Department:** Architectural Standards  
**Reports To:** Architectural Standards Office Manager  
**Class Code:** 8810  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 14  
**Pay Range:** \$14.14 - \$19.35 per hour  
**File Name:** ASO Office Associate I.docx  
**Prepared Date:** 04/13/09, updated 4/21/11, 10/5/15

### **SUMMARY**

The Office Associate I prepares correspondence and documentation such as letters and photographs to ensure compliance with C&Rs, Association Rules and Regulations for the Covenants and Architectural Standards Committees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, members, employees and contractors.

Maintain current and working knowledge of Tahoe Donner Association policies and procedures including Covenants Rules and Architectural Standards, Rules, Procedures and Restrictions for Land Use.

Prepare written and telephone correspondence and notices according to office procedures including additional documentation as required.

Operate various office equipment such as a telephone, personal computer, facsimile, copier, etc. Utilize various computer software packages including GoldMine, word processing, spreadsheet, as required.

Maintain all files, tickler systems and records required by Covenants and Architectural Standards Office procedures.

Coordinate the cross referencing of records and files in accordance with Association's record management plan.

Requires close attention to detail in all aspects of the job.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Proficiency in Microsoft Windows and Microsoft Word, and ability to learn in-house software.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to read architectural plans and maps, write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, homeowners, contractors, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, and area. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

No certificates, licenses, or registrations required for the ASO Office Associate I position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE