



Job Description

Unit:	90	Department:	Administration
Job Title:	In-House Council		
Reports to:	General Manager		
Status:	Full Time	Rate Type:	Salary

Summary:

The Diamondhead Property Owner’s Association seeks a Full-Time In-House Council with 1 or more years of transactional law experience in property management, real estate litigation, community association law, deed restriction and/or lien enforcement matters. Strong Candidate will review, analyze, and maintain working knowledge of all community association governing documents, statutes, case law, contracts, insurance policies, deeds and other real estate documents.

Please send resumes to Meagan Cardwell at HR@dhpoa.org and take a look at our website www.diamondheadms.org for details regarding the company.

Essential job functions:

- Legal research, fact investigation, and legal document preparation.
- Oversee/review pleadings, motions, and discovery relating to the POA in both deed restriction enforcement and collection litigation, counseling, and transactional matters as assigned.
- Review and manage all property transactions and maintain status of lots with delinquent taxes especially those subject to maturity to the state for nonpayment of taxes.
- Work with the architectural committee, and violations and compliance committees to interpret association governing documents to determine rights and obligations of all parties in property issues.
- Work with Board of Directors to prepare motions and review minutes to ensure statutory compliance.
- Oversee organization of and preparation for board meetings, assure board motions are clearly prepared and meeting minutes are accurately and lawfully recorded and minute books are kept up-to-date.
- Assure board actions are properly authorized as required by by-laws and assure timely, compliant, and accurate submittal of documentation for publication.
- Solicit qualifications and/or proposals (RFPs). Distribute, follow-up, and combine scores for selection.
- Manage scoring process for request for proposals (RFPs) for professional services.
- Prepare professional service selection criteria, advertisement, proofs of publication, bid packages, requests, bid opening process, bid tabulation follow up with professionals.
- Provide legal review for bids, proposals, and contracts.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

DIAMONDHEAD



COUNTRY CLUB & PROPERTY OWNERS

7610 Country Club Circle- Diamondhead, MS 39525 –

ASSOCIATION

Phone (228) 255-1900 / Fax (228) 255-4296

Minimum requirements:

- 2 years or more transactional law experience preferred.
- CEUs in property law, contract law, and community association law are highly desirable.

Abilities required:

- Must have good written and verbal communications skills and must be proficient with Microsoft Word, Excel, and PowerPoint.
- Must obtain ongoing legal CEUs in property, community association, and contract law.

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