



Sun City Home Owners Association Compliance Officer

The Compliance Officer is SCHOA's investigation and resolution specialist. Front-line contact with Sun City homeowners regarding CC&R (Covenants, Conditions & Restrictions) violations is a daily requirement. Determining solutions is paramount.

Essential Functions

- Understand SCHOA's CC&Rs and be able to explain them.
- Independently conducts property inspections in response to CC&R violation complaints.
- Interviews complainants and homeowners/residents leading to complaint resolution ensuring CC&R compliance.
- Prepare and issue required correspondence including detailed, factual, and accurate investigative reports.
- Maintain documentation and case files on all investigations, inspections, enforcement actions.
- Identify and document noncompliance issues, which will require using a vehicle, and taking pictures.
- Interact with outside agencies as required.

Knowledge, Skill, and Ability Requirements

- Strong organizational, planning, analytical and problem-solving skills.
- Must have the ability to communicate effectively both orally and in writing.
- Must be able to work well independently as well as effectively as a team.
- Must be proficient in Microsoft office applications (Word, Excel, Outlook) and data-based products.
- Ability to handle situations confidentially and sensitively with diplomacy and objectivity.
- Excellent interpersonal skills speaking clearly and respectfully.
- Must have reliable transportation and be able to lift 50 lbs.

Total of 27 hours per week.

Hours: Monday – Thursday, 9:00am – 3:00pm and Friday, 9:00am – Noon.