**Job Description – Zoning Specialist**

**Duties:** Draft zoning compliance reports for commercial real estate transactions. Each compliance report analyzes a property’s compliance with existing zoning laws with specific focus on bulk regulations (i.e. use, setbacks, density, area, and parking regulations). Clients include lenders, insurance companies, law firms, REIT’s and real estate companies. The properties being analyzed include multi-family, industrial, office, and commercial properties.

Location: Phoenix Metropolitan Area

Skills: Must have excellent written and verbal communication skills. A recent writing sample is required. Microsoft Word and Excel experience is a must along with the ability to conduct online research. Navigating GIS websites is also a critical skill.

Education/Experience: College degree required (Urban Planning degree strongly preferred if no zoning experience); post-graduate degree (Urban Planning) preferred. Real estate, planning/zoning and/or legal background required; experience reviewing surveys is required and familiarity with reading appraisals and title reports is helpful; experience as paralegal or legal secretary is a big plus. The best candidate will have experience as a city/county planner or private experience as a planner.

Characteristics: Integrity; congenial; good initiative; attention to detail; ability to work independently and concentrate for long periods of time; ability to read and analyze large volumes of written information; able to work in a fast-paced, deadline driven environment; outstanding customer service.

This is a home-based, part-time independent contractor position with the possibility of becoming a full-time independent contractor position. This position is ideal for a current or retired city/county planner looking for home-based job with competitive compensation.

Compensation: Compensation will be based on level of experience and paid on a by-report basis.

Please send resume or letter of interest to [rshaw@prozoningreports.com](mailto:rshaw@prozoningreports.com). Our website is [www.prozoningreports.com](http://www.prozoningreports.com).