

Assessment Analyst

Essential Job Duties

- Preside over hearings and analyze appeals filed by commercial and residential property owners, recommending corrections to ensure the consistent alignment of all equitable assessments under Illinois law.
- Review complex appraisals of vacant land, single-family residences, multi-unit dwellings, condominiums, commercial and/or industrial properties using generally accepted mass-appraisal techniques.
- Considered a deputy under the Illinois Property Tax Code (35 ILCS 200/5-15) and therefore “shall have authority to administer oaths and examine under oath those persons who appear for a hearing.”
- Provides property owners with easily accessible information and creates an efficient, user friendly office.
- Communicates and corresponds with taxpayers to answer questions and resolve matters relating to appeals, including answering in-person and telephone inquiries about appeals, providing direction to the appropriate forms, information, and referring to other CCBOR departments, when necessary.
- Works under direct supervision to accomplish tasks and resolves most appeals-related questions and problems.
- Provides excellent customer service to all CCBOR customers.
- Works extended hours and weekends, as required.
- Performs other duties as assigned.
- *If also responsible for PTAB matters:* Represent the Board of Review before the Illinois Property Tax Appeals Board (“PTAB”) when taxpayers appeal the Board of Review’s decisions. Prepare and present documentary evidence at PTAB hearings. Draft and argue briefs in support of Board decisions.
- *If also responsible for exemptions:* Preside over hearings and analyze applications for property tax exemptions for, inter alia, churches, hospitals, and schools.
- *If also responsible for outreaches:* Make public presentations to groups and organizations to educate homeowners about the property tax system and to help homeowners file appeals with the Board of Review.

Minimum Qualifications

- High school diploma or GED certificate;
- Two (2) years of full-time work experience in a professional office setting.

Preferred Qualifications

- Associate Degree or higher from an accredited college or university;
- Two (2) years of full-time work experience with assessments and real estate tax appeals;

- Possession of the CAE designation from the International Association of Assessing Officers (IAAO) or MAI or SRPA designation from the Appraisal Institute; and/or
- Juris Doctorate degree from an accredited law school.
- Bilingual with proficiency in Spanish, Polish, Korean or Mandarin language.

Knowledge, Skills, and Abilities

- Knowledge of CCBOR procedures, policies, practices and guidelines, or the ability to gain such knowledge.
- Knowledge of the assessment and appeals practices, or the ability to quickly obtain such knowledge.
- Ability to communicate effectively, both orally and in writing, including public speaking skills.
- Ability to determine what information is appropriate to provide the public in situations where direct oversight or CCBOR guidance may not be available or provide appropriate referral to other CCBOR departments.
- Strong organizational skills.
- Ability to work with others; excellent interpersonal skills in dealing with the public and coworkers.
- Ability to interact with the general public and taxpayers, providing guidance and information regarding CCBOR appeals processes.
- Ability to meet CCBOR and departmental deadlines, production goals and effectively utilize time with limited oversight.
- Must be computer literate, with skill and efficiency in accurately entering, reviewing, and retrieving data and the ability to utilize CCBOR systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Repetitive use of hands to handle and or operate standard office equipment.
- Regular use of a telephone to communicate.
- Extended periods of time standing or sitting to assist staff and taxpayers or on the phone.
- Traveling between offices and meetings may be required.
- Occasional lifting of files.