

**ASSESSMENT ANALYST JOB DESCRIPTION**

Job Code: 0365

Job Title: Assessment Analyst I

Salary Grade: 18

Department Budget No: 3175

Job Location: Chicago, IL (On-site)

FLSA Status: Non-Exempt Salary

Range: 54,422 - 58,945 annually

**Job Summary**

The Assessment Analyst is responsible for analyzing assessment appeals for residential and/or commercial property in Cook County, in a fair, uniform, and timely manner. This position reports to the First Assistant Commissioner of the applicable District 3. The Assessment Analyst makes complex analytical decisions to ensure the fair and uniform assessment of property, applying appropriate rules, regulations, policies, and other guidelines. This position must have the ability to discuss, explain and support the Assessment Analyst's decisions and/or recommendations on various appeals. Lastly, [the position must have the ability to assist other employees, and] perform other assignments and duties as may be required. This description generally encompasses the titles Appeals Analyst I, Appeals Analyst III and Assessment Analyst IV. There are variations in the essential job duties of these positions set forth below.

**Essential Job Duties**

- Presides over property tax appeal hearings and analyzes appeals filed by residential and commercial property owners, recommending corrections.
- Review complex appraisals.
- 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, when necessary.

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- Provides excellent customer service to all CCBOR customers.
- 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.
- For each District 3, one Assessment Analyst will typically be assigned outreach duties for each District. Those outreach duties include preparing and presenting presentations to groups and organizations to educate homeowners about the property tax system and to help homeowners file appeals with the Board of Review.

**This list represents one of the essential tasks performed by the position. Employee may be assigned additional duties by management as required.**

### **Minimum Qualifications**

- Possession of a Bachelor’s degree from an accredited college or university, and two (2) years of full-time paid work experience in a professional office setting OR possession of a valid High School Diploma or General Education Development (GED) Test Certificate, or an Associate Degree and two (2) years of full-time paid work experience in a professional office setting.

### **Preferred Qualifications**

- Master’s degree or Juris Doctor from an accredited college or university.
- 2+ years full-time paid work experience with assessments and real estate tax appeals.
- Bi-lingual with proficiency in Spanish, Polish, Korean, Hindi, or Mandarin languages.
- Possession of the CAE designation from the International Association of Assessing Officers (IAAO) or MAI or SRPA designation from the Appraisal Institute.

**(Resume and application must clearly indicate the duration and nature of work experience and education for consideration in accordance with all minimum and preferred qualifications.)**

### **Knowledge, Skills, Abilities, and other Characteristics**

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- Knowledge of CCBOR procedures, policies, practices, and guidelines, or the ability to gain such knowledge.
- Basic arithmetic skills
- Ability to communicate effectively, both orally and in writing, including public speaking skills.
- Strong organizational skills
- 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**

- Long periods of time working on computer requiring vision and typing capability.
- Ability to sit and stand for extended periods of time.
- Regular use of telephone.
- Traveling between office and meetings may be required.