



Cook County Board of Review
118 N. Clark Street, Room 601
Chicago IL 60602

FIRST ASSISTANT COMMISSIONER – DISTRICT 3

Department:	Board of Review	Job Code:	0377
Grade:	24	FLSA Status:	Exempt/ Shakman Exempt
Position I.D. No.:		Salary:	

JOB SUMMARY

The First Assistant Commissioner serves as an executive advisor and chief of staff to the Commissioner of district 3 and is responsible for managing and directing the daily operations of the district 3. The First Assistant Commissioner is charged with the duties of personnel management, internal policy development and compliance oversight, and the administration of the adjudication process pertaining to the overvaluation of property assessment in Cook County. As directed, the First Assistant Commissioner may collaborate directly with Cook County Board of Commissioners, elected officials (or their staffs), and other heads of Cook County agencies to advance the objectives of the respective district in adherence with mission of the Cook County Board of Review (CCBOR). This position reports directly to the Commissioner of the third district.

ESSENTIAL JOB DUTIES

- Acts as the executive advisor to the Commissioner on all matters related to the CCBOR.
- Provides direct supervision for district employees and operations. Manages staff for designated district through all phases of the employee lifecycle, including recruitment, hiring, development, and termination.
- As the deputy of the Commissioner, the First Assistant Commissioner is authorized to provide recommendations, cast votes and render determinations on behalf of their Commissioner.
- Oversees the process of adjudication pertaining to the overvaluation of property assessments carried out by the staff of district 3.
- Assesses resumes of applicants to identify prospective candidates for interview purposes.
- Provides recommendations to the Commissioner and carries out employee discipline, hiring, and termination.

- Monitors employee productivity by providing useful feedback and training.
- A member of the executive leadership team, the First Assistant assists in the development and implementation procedural rules, internal policies, legislative proposals, and programs for the CCBOR.
- Ensures district accountability and stewardship of CCBOR resources (operational, financial and human) in compliance with CCBOR standards and procedures.
- Works with the Chief Deputy Commissioner to coordinate the scheduling of the opening and closing of townships to meet the deadlines for tax bills to be issued.
- Establishes district goals and objectives (and manages progress toward goals).
- Supervises and reviews activities of, and approves time records for, Assessment Analysts and each of his/her other direct reports.
- Fosters staff participation in training and educational initiatives to ensure they maintain current knowledge of property tax regulations, optimal methodologies, and benchmarks for customer service.
- Manages district representation during hearings and analyzation of appeals filed by commercial and residential property owners, recommending corrections to ensure the consistent alignment of all equitable assessments under Illinois law.
- Manages district reviews of complex appraisals of vacant land, single-family residences, multi-unit dwellings, condominiums, commercial and/or industrial properties using generally accepted appraisal techniques.
- Manages district representation before the Illinois Property Tax Appeals Board (“PTAB”) when taxpayers appeal CCBOR decisions.
- Develops engaging presentations that effectively communicate intricate property tax principles to a diverse range of audiences.
- Ensures district compliance with legal and CCBOR policies and procedures.
- Handles special projects of specific purposes and confidential nature as required.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work.

MINIMUM QUALIFICATIONS

- Bachelor’s degree from an accredited college or university.
- Five (5) years of work experience managing or supervising employees.
- Demonstrated knowledge of assessment theory, tax cycles, tax laws, and policies & procedures, especially as they relate to property assessment (or the ability to gain such knowledge).
- Ability to meet CCBOR and departmental deadlines, production goals and effectively utilize time with limited oversight.

PREFERRED QUALIFICATIONS

- Master’s degree in business administration, public policy, or a juris doctorate degree.

- Seven (7) years of proven leadership and management experience in a government agency setting, with a successful track record in fostering teamwork among peers and staff.
- Comprehensive knowledge of the Illinois Real Property Tax Code 35 ILCS 200/1 et seq.
- Proficiency in the Cook County property tax system and the legal framework governing property tax appeals, as well as familiarity with innovative and data-centric methodologies.

KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional communication and interpersonal skills, particularly in staff leadership, constituent interactions, and engagement with government officials.
- Knowledge of CCBOR operations, procedures, policies, practices, and guidelines, or the ability to gain such knowledge.
- Knowledge of the property tax system, assessment and appeals practices, or the ability to quickly obtain such knowledge.
- Ability to interact with taxpayers, providing guidance and information regarding the CCBOR appeals processes.
- Skilled at writing internal and external communications pertaining to administrative management.
- Possess computer literacy, demonstrated proficiency in data entry and retrieval, as well as the ability to effectively utilize CCBOR systems and databases.

PHYSICAL REQUIREMENTS

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

Any offer of employment will be contingent on the applicant passing a background check and any required pre-employment testing.

RESIDENCY REQUIREMENTS

Must establish/maintain Cook County, Illinois, Residency – Employees are required to live full-time within the geographic boundaries of Cook County, Illinois

The Cook County Board of Review prohibits all unlawful discrimination in its hiring and promotional process.

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IS AN EQUAL OPPORTUNITY EMPLOYER**