

Posting Period: 11/13/24 - 11/27/24

Cook County Board of Review



Special Assistant for Government and Legislative Affairs – District 2

Department:	Board of Review	Job Code:	5234
Grade:	23	FLSA Status:	Exempt
Position I.D. No.:	0167692	Shakman Status:	Exempt
		Salary:	\$95,268 - \$124,950

Job Summary

Serve as the in-house governmental affairs and legislative advisor to the Commissioner. Maintaining up-to-date knowledge on relevant policy and legislative issues concerning the Cook County Board of Review. The Special Assistant for Legislative and Government Affairs is responsible for overseeing legislative analysis and collaborates with multiple departments, elected officials, and local and state agencies to promote the Board's mission and objectives.

Facilitating the Commissioner's strategy and reaction to diverse issues, this position engages with property owners, community groups, industry groups, unions, and other stakeholders to build support for CCBOR policy initiatives and legislative priorities. This position involves handling confidential and sensitive information related to policy discussions, legislative strategies, and plans for the District, which demands the highest level of discretion and strict compliance with privacy and ethical standards.

Essential Job Duties

- Recommend and provide counsel to the Commissioner, First Assistant Commissioner, and departments to assist in setting policy and making decisions concerning legislative initiatives.
- Develop legislative initiatives and drafts legislative analysis for proposed legislation regarding bills that will have a potential impact on the Cook County Board of Review.
- Advise the Commissioner, the First Assistant Commissioner, or his/her designee of legal issues.

- Represent District 2 before legislative tribunals as directed by the Commissioner, the First Commissioner, or his/her designee.
- Prepare reports and summaries on legislative developments, highlighting potential risks and opportunities
- Provide analytical and specialized administrative support with complex details and advanced administrative duties.
- Work with staff from other districts or departments to obtain fiscal and operational analysis with supporting data to analyze budgetary, policy or operational impacts that proposed legislation may have upon the CCBOR.
- Research various legislative initiatives, around Illinois and in other jurisdictions, at the direction of the First Assistant Commissioner and the Commissioner or his/her designee for their review.
- Participate and assist in the development of other confidential papers, policy recommendations, and reports as directed by the First Assistant Commissioner and the Commissioner or his/her designee.
- Advance and uphold policies, procedures, mission, values and standards of ethics and integrity.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not 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 in political science, public administration, law, or related field.
- 3-5 years of experience in government affairs, public policy, or legislative work.
- Strong understanding of legislative processes and governmental structures.
- Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, Excel, PowerPoint and other advanced office software is required.

Preferred Qualifications

- Masters or Juris Doctorate Degree.
- Experience analyzing, drafting, or researching legislation or working on behalf of or before a governmental agency.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of political processes in State and County government including knowledge of the role and responsibilities of elected officials, state, local and county government agencies, legislators, and lobbyists.
- Project management skills: ability to lead and cooperate on team projects.
- Excellent interpersonal skills in dealing with internal and external stakeholders.
- Skilled in legislative writing and analysis as well as grant research and writing.

- Ability to analyze complex legislation and case law and accurately assess the potential impact of legislation upon the board or county and its fiscal budget.
- Ability to read and analyze a large volume of bills and resolutions.

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.

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 CCBOR prohibits all unlawful discrimination in its hiring and promotional process.

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EQUAL OPPORTUNITY EMPLOYER**