

## COOK COUNTY BOARD OF REVIEW



### Administrative Analyst IV – Office of the Chief Clerk

Department:	Board of Review	Job Code:	2659
Grade:	22	Shakman Status:	Non-Exempt
Position I.D. No.:	167061	FLSA Status:	Non-Exempt
		Posting Salary:	\$88,434 – \$95,268

**This is an AFSME 3696 Bargaining Unit Position**

#### JOB SUMMARY

The Administrative Analyst IV serves in a key supervisory role, overseeing the tax appeals process and ensuring the accuracy and efficiency of agency filings and data management. This role is responsible for providing training and mentorship to direct reports and overseeing complex cases and audits. The Administrative Analyst IV is responsible for improving processes, maintaining high standards of accuracy, and supporting the overall performance of the Clerk's office.

#### ESSENTIAL JOB DUTIES

- Supervise and manage direct reports, ensuring that all tasks, including data processing, audit clearance, and corrections, are completed accurately and on time.
- Lead the development and execution of training programs for Clerk staff, ensuring all team members are well versed in appropriate procedures, data entry, audit processes, and compliance.
- Oversee the analysis and processing of complex data sets, ensuring all information is accurate and compliant with CCBOR policies and procedures, while resolving any discrepancies or issues.
- Ensure all audits are processed accurately and efficiently, reviewing and approving corrections, and serving as the point of contact for escalated audit cases.
- Identify opportunities to improve the efficiency and effectiveness of department workflows. Propose new procedures or tools to streamline operations and enhance data accuracy.
- Implement quality assurance practices within the team to ensure all filings, corrections, and audit outcomes are in compliance with CCBOR policies and procedures.
- Prepare and present detailed reports on department performance, audit outcomes, and data accuracy to the Chief Clerk, using data to identify trends and areas for improvement.

- Supervise outreach efforts, including communication with appellants to resolve issues and clarify information.
- Perform other assignments and duties, as required or assigned by the Chief Clerk.

**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.**

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS**

- Advanced knowledge of spreadsheet software (ex: Microsoft Excel), data management tools, and audit procedures. Familiarity with government databases and tax filing systems is preferred.
- Proven ability to manage and mentor a team, fostering a collaborative and efficient work environment.
- Ability to analyze and interpret complex data sets, ensuring accuracy and identifying areas for correction or improvement.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly to both staff and appellants.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines while maintaining high-quality standards.
- Ability to handle complex and escalated cases, applying sound judgement and ensuring compliance with CCBOR policies and procedures while resolving issues efficiently.

#### **MINIMUM QUALIFICATIONS**

- Possession of a valid high school diploma or General Education Development (GED) certificate and six (6) years of full-time paid work experience or an associate degree and four (4) years of full-time paid work experience in an administrative, analytical, or data processing role, preferably within government or a tax related environment.
- At least two (2) years of management experience.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in public administration, finance, accounting, business, or a related field.
- Familiarity with tax filings and audit procedures is a plus.

**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.**

#### **Physical Requirements**

- Long periods of time working on a 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.

*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.**

**COOK COUNTY BOARD OF REVIEW IS AN EQUAL OPPORTUNITY EMPLOYER**