

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

### Director of Real Estate & Tax Services

**Job Code:** 5562

**Job Title:** Director of Real Estate & Tax Services

**Salary Grade:** 24

**Position I.D. No.:** 0035857

**Status:** Shakman Exempt

**Division:** Real Estate & Tax Services

#### Job Summary

The Director of Real Estate and Tax Services will report to the Deputy Clerk of Real Estate and Tax Services. In this role the Director of Real Estate and Tax Services (RE & TS) will assist the Deputy Clerk of Real Estate and Tax Services (RE & TS) in overseeing approximately 60 employees. The Director of Real Estate & Tax Services (RE & TS) will also supervise the Accounting team within RE & TS. In the role the Director will assess department needs and review and track pending legislation related to real estate and property tax matters. The Director will oversee processing of special redemptions of tax sales involving payment plans. The Director of RE & TS advises the Clerk and Chief Deputy Clerk of tax related issues, including but not limited to legal requirements, property tax calculations and valuations.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in “Confidential” meetings, communications and “Policymaking” related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

- Coordinates with the Deputy Clerk of RE & TS, the Clerk and the Chief of Staff to develop policy related to property tax matters.
- Coordinates with the Deputy Clerk of RE and TS in the oversight of approximately 60 employees in the Real Estate and Taxes Division.
- Exercises discretion in implementation and execution of policies related to property tax and records to carry out the Clerk’s vision for the Real Estate and Taxes Division.
- Assists the Chief Legal Counsel with legal issues that may arise related to RE & TS Division matters.
- Works with the Communications Division to respond to press inquiries related to RE & TS matter.
- Provides explanation of complex procedures related to property tax and property matters to staff and customers.
- Reviews and tracks pending legislation real estate and property tax matters.

- Assesses department needs, such as IT/Cashiering, accounting and document management, storage, records retention and destruction, to make recommendations to Deputy Clerk of RE & TS.
- Documents processes and oversee implementation of Integrated Property Tax System – a system designed to replace all mainframe functionality (in collaboration with other Tax Offices and the Cook County Bureau of Technology)
- Creates requests for proposals for new IT systems and contribute to evaluation.
- Negotiates terms of contracts with input from CPO and Bureau of Technology.
- Promotes use of GIS technology to promote data sharing.
- Monitors monthly fee revenue.
- Monitors quality of work produced by staff; review and provide instruction where needed.
- Oversees processing of special redemptions of tax sale involving payment plans
- Oversees managers and supervisors-provide advice and troubleshoot problems.
- Evaluates monthly fee balances.
- Ensures that staff is adequately trained and cross-trained.
- Administer and reviews performance evaluations.
- Monitors and authorizes employee leave requests.
- Enforces policy and procedures of the County Clerk's Office.
- Ensures adequate supplies are ordered or in stock.
- Contributes to long range plans for the department with the Deputy Clerk of RE & TS and the Chief of Staff.
- Assist the FOIA officer in responding to FOIA requests related to RE & TS.
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#### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university.
- Five (5) years full-time work experience in a supervisory role.
- Five (5) years full-time work experience in accounting, finance, tax, or related field.
- Proficient in Microsoft Office Suite.

#### **Knowledge, Skills and Abilities**

- Familiarity with mainframe data and its interaction with other system
- Experience with PINMAP and GIS Technology.
- Demonstrated leadership skills and initiative.
- Good problem-solving skills and judgment.
- Exemplary work ethic, job performance and attendance.
- Excellent organizational skills and ability to handle multiple tasks simultaneously.
- Demonstrated written and oral communication skills.
- Excellent diplomatic skills with office leadership, outside vendors and staff
- Ability to understand information maintained in a general ledger.
- Demonstrated ability to identify future leaders, determine future capability needs, and support development plans to meet those needs.
- Ability to model and create an overall environment of respect, diversity and inclusion.
- Highly skilled in coaching and developing competence in others.

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

**The duties listed are not set forth for the purpose 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 of an employee's normal line of work. This list represents the essential, but not the exhaustive list of tasks performed by the Position. The employee may be assigned additional duties by management as needed and required.**