

OFFICE OF THE COOK COUNTY CLERK

Human Resources

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



STANDARD JOB DESCRIPTION

Deputy Clerk of Real Estate & Tax Services

Job Code: 7706

Position I.D. No.: 0035823

Job Title: Deputy Clerk of Real Estate & Tax Services

Status: Shakman Exempt

Salary Grade: 24

Division: Real Estate & Tax
Services

Job Summary

The Deputy Clerk of Real Estate and Tax Services (RE & TS) will report to the Chief of Staff, in this role the Deputy Clerk of RE & TS will provide complex laws, rules, and procedures related to property tax and property matters to staff and other tax offices and taxing districts. This person will negotiate terms of contracts, create and process request Director of RE & TS, the Deputy Clerk of Real Estate and Tax Services will oversee managers and supervisors within the RE & TS Division, and provide advice and troubleshoot problems.

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

- Works with the Clerk and Chief Deputy Clerk on policy matters and legal questions related to property tax matters.
- Oversees approximately 60 employees including staff and supervisors in the Real Estate and Taxes Division.
- Works with the Communications Division on annual release of Clerk’s TIF Report.
- Provides explanation of complex laws, rules and procedures related to property tax and property matters to staff and other tax offices and taxing districts.
- Drafts legislation and reviews pending legislation, drafts county ordinances especially pertaining to fees and improving county systems in the Clerk’s office.
- Determines the need for upgrades to systems in departments such as IT/Cashiering, accounting and document management.
- Monitors and negotiates throughout the procurement process.

- Creates parameters for permissible contracts.
- Stays up to date on new potential uses of GIS technology to promote data sharing; provides thoughts on potential uses to Director of RE & TS for further review and promotion.
- Creates parameters for budgeting based on historical monthly fee revenue.
- Evaluates monthly fee balances and reports (accounting) and ensures revenue is secured overnight.
- Ensures that staff is adequately trained and cross-trained in GIS technology and other real estate services.
- Ensures that performance evaluations are administered and reviews all evaluations prior to issuance.
- Administers and enforces policy and procedures of the County Clerk's Office.
- Speaks at public events on tax matters such as the Chicago Bar Association, Union League Club committees and other organizations.
- Addresses legal issues related to property tax sales and bankruptcy.
- Implements system for handling bankruptcy approved plans for repayment of tax redemption.

Minimum Qualifications

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

Knowledge, Skills and Abilities

- Familiarity with mainframe data and its interaction with other system
- Demonstrated self-starter who can work independently.
- 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
- Understands the importance of supporting employees' well-being by working to address stress and vicarious trauma
- Highly skilled in coaching and developing competence in others
- Demonstrated leadership skills and initiative
- Good problem-solving skills and judgement
- 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

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.