

**Internal Career Site****Job Description****PERMIT SPECIALIST - Assessor's Office****Requisition ID: 00133976****Organization** Cook County Elected Officials **Work Locations:****Opening Date** Apr 22, 2024 **Closing Date:** May 5, 2024Full-time **Shift Start Time:** 9:00 A.M. **Shift End Time:** 5:00 P.M.

AFSCME 3835

Posting Salary: \$50,771 **Grade:** 13**2 Position Vacancies****This is an AFSCME 3835 Bargaining Unit Position****Job Summary**

Reporting to the Manager of Data Collection, the Permit Specialist is responsible for reviewing residential-based and incentive-based permit submissions and accurately determining which permits require inspection by a field inspector in the Residential Field Unit or the Commercial Field Unit. The Permit Specialist also serves as the Cook County Assessor's Office's (CCAO) primary contact with Township Assessor offices and municipalities in the County of Cook as it relates to the accurate submission of permit data to the CCAO. The Permit Specialist possesses effective communication skills and good customer service skills.

Essential Job Duties

- Retrieves prior assessment year paper permits submitted by Township Assessors and municipalities in the County of Cook and audits them against the electronic permit data submitted in the Assessor's Computer Assisted Mass Appeal (CAMA) system of record.
- Reviews electronic permit submissions received by Township Assessors and municipalities in the County of Cook for the current assessment year and inputs the data into the Assessor's CAMA system of record to determine which permits require inspection by members of the Residential Field Unit or the Commercial Field Unit.
- Reviews "assessed to exempt" and "exempt to assessed" incentive permits received for the current assessment year and inputs data into the Assessor's CAMA system of record to determine which permits require inspection by members of the Residential Field Unit or the Commercial Field Unit.
- Serves as a liaison to Township Assessors and municipalities in the County of Cook to advise them on the appropriate manner in which to submit permit information to the CCAO.
- Conducts research to match property tax PINs to addresses identified on permits.
- Prepares audit reports to ensure accuracy of data entry of permits into the Assessor's CAMA system of record.
- Assists the Community Outreach Strategist in preparing training materials for Township Assessors and municipalities as it relates to the appropriate manner in which to submit permit information to the CCAO.
- Performs other duties and assignments, as required, to achieve the overall goals of the Valuations Department.

The duties described above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete description 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

- High school diploma or GED certificate.
- Two (2) years of full-time data entry experience.

Preferred Qualifications

- Associate's Degree or higher from an accredited college or university.
- Two (2) years of full-time work experience in property taxation, assessments, assessment administration, or real estate tax exemptions.
- Proficiency in Microsoft Excel.

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of CCAO procedures, policies, practices and guidelines or the ability to quickly gain such knowledge.
- Knowledge of CCAO procedures related to CCAO operations, function, activities and the property tax system, or the ability to quickly gain such knowledge.
- Knowledge of assessment cycle, or the ability to quickly attain such knowledge.
- Ability to converse knowledgeably and communicate effectively both orally and in writing.
- Ability to work with others; excellent interpersonal skills in dealing with co-workers and staff in a fast paced, high volume environment.
- Ability to adjust to new techniques and procedures.
- Ability to coordinate and carry out instructions.
- Ability to lead and cooperate on specific projects related to the functions of the unit.
- Ability to meet CCAO and departmental deadlines, production goals and effectively utilize time with limited oversight.
- Ability to interact with the public to provide guidance and information regarding permit submissions to the CCAO.
- Must be computer literate in Microsoft Word and Excel with skill and efficiency in entering and retrieving data.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.
- Occasionally required to lift and carry up to thirty (30) pounds.

Annual Salary: \$50,771 Grade: 13

This is an AFSCME 3835 Bargaining Unit Position

Benefits Package Includes:

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)
- Hybrid Work Schedule (granted at the discretion of the Department Head – all CCAO employees are expected to live within a distance of Cook County that will allow them to work in the office as demanded by operational needs)

For further information on our excellent benefits package, please click on the following link: [2024 Cook County Benefits](#)

METHOD OF APPLICATION:

Internal Applicants Apply online at: <https://cookcountyil.taleo.net/careersection/170/jobsearch.ftl?lang=en>

External Applicants Apply online at : <https://cookcountyil.taleo.net/careersection/120/jobsearch.ftl?lang=en>

APPLICATION DEADLINE: **Online submissions will close at 11:59pm on 05/05/2024.**

Applications of eligible applicants will be retained for consideration for 12 months following receipt of application, or until this Notice of Job Opportunity is withdrawn, whichever occurs first.

On or before the final date for interviews, applicants must furnish Human Resources with sufficient proof of education (if applicable), designations/certifications, professional references, and photo identification.

SPECIAL NOTE: A skills assessment test will be administered as part of the interview process for this job.

ANY APPLICANT THAT FAILS TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS NOTICE OF JOB OPPORTUNITY WILL NOT BE CONSIDERED ELIGIBLE FOR THE POSITION.

The Office of the Cook County Assessor hires and promotes based on applicant qualifications and merit. The use of political factors as a condition of employment for the above job opportunity is prohibited. Any questions should be sent to Human Resources at 312-603-5115.

You must be legally authorized to permanently work in the United States and without sponsorship

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: April 1, 2024

OUR MISSION

The mission of the Cook County Assessor's Office is to deliver accurate and transparent assessments of all residential and commercial properties. We serve every community in the County through ethical stewardship within the property tax system.

OUR VALUES

Fairness.

Transparency.

Ethics.