



DEPUTY ASSESSOR – CHIEF VALUATIONS OFFICER

Department:	Valuations	Job Code:	7718
Grade:	24	Shakman Status:	Exempt
		FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor – Chief Valuations Officer (CVO) supervises, directs, plans and is responsible for the Valuations and Assessments Department of the Cook County Assessor's Office (CCAO). The CVO's duties include providing direct oversight of the Valuations staff's work performance, addressing and resolving staff concerns and questions, issuing performance evaluations and initiating disciplinary action, and ensuring the Valuations and Assessments Department provides good customer service. In addition, the CVO is responsible for planning and directing the comprehensive assessment and reassessment of all real property in Cook County; and supervising professional, technical, and clerical personnel. The CVO works closely with the office's Data and Modeling Department to ensure accurate, market-based assessments. The CVO is responsible for preparing in-depth methodology documentation for release to the public, and proactively identifying opportunities to increase transparency in methods and internal performance.

Essential Job Duties

- Oversees the valuation of all Cook County parcels, ensuring fairness and uniformity, and coordinates the assessment cycle to meet the needs of the CCAO.
- Manages and supervises the Valuations Department.
- Works with the Assessor, the Chief Deputy Assessor and the Chief Data Officer to develop assessment methodologies to ensure the fair, accurate and uniform assessment of all real property under the CCAO's purview.
- Provides leadership in developing and improving both internal assessment procedures and public policy.
- Develops and informs the management team of project developments and township schedule deadlines.
- At the direction of the Chief Deputy Assessor, reviews performance reports and managerial studies to present recommendations regarding policy changes to the Assessor and Chief Deputy Assessor to improve department functioning.
- Schedules and attends administrative hearings on particular property tax appeals.
- Authorizes Assessor Recommendations and Certificates of Correction to the Cook County Board of Review.
- Prepares the annual budget for the Valuations Department.
- Develops, coordinates and implements programmatic changes, as required.
- Consults with the Chief Deputy Assessor, Chief Legal Counsel, and other Deputies within CCAO, as required.

- Oversees and directs the staffing and daily operations of the Valuations Department.
- Ensures staff productivity and development, promotes good morale, and established performance measures of reporting staff.
- Conducts performance evaluations of subordinate Valuations employees.
- Ensures that activities and results are consistent with the CCAO's mission, goals, and objectives.
- Administers office policy and procedures and ensures that staff are adequately trained to perform their essential job duties.
- Conducts or reviews performance evaluations of Valuations Department employees.

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.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, or a related field.
- Seven (7) years of experience in assessment and appraisal or property tax administration, of which three (3) have been in a supervisory capacity.

Knowledge, Skills and Abilities

- Knowledge of CCAO operations, function, activities and the property tax system, as well as a thorough knowledge of CCAO's procedures, policies, guidelines and other applicable rules and regulations related to valuation of real property, or the ability to quickly gain such knowledge.
- Extensive knowledge of computed assisted mass appraisal systems and statistical analysis.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Experience with Vision Government Solutions CAMA software Version 7.4 and/or 8.X, Esri ArcGIS software, and Pictometry is preferred.
- Expertise in assessment valuation standards, practices and techniques, and the three approaches to value.
- Proficiency with Microsoft Suite (Office, Powerpoint, Excel) and CAMA software.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing, and ability to maintain positive public relations.
- Ability to write functional SQL queries.
- Ability to write simple scripts in python or R.
- Ability to create an assessment cycle and monitor its completion.
- Ability to establish and meet all CCAO deadlines, production goals, and effectively utilize time with limited oversight.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Ability to provide guidance and information regarding CCAO's policies and procedures to the general public and taxpayers.

- Strong leadership and organizational skills.
- Ability to manage multiple projects and meet deadlines with results-oriented focus.
- Must be computer literate, with skill and efficiency in entering and retrieving data, generating information, reports, and letters and possess the ability to use CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: January 15, 2019