



## **LEGISLATIVE COORDINATOR (ASSESSOR)**

Department:	Policy	Job Code:	8980
Grade:	18	Shakman Status:	Exempt
		FLSA Status:	Exempt

### **Job Summary**

Reporting directly to the Deputy Assessor – Chief Policy Officer (CPO), the Legislative Coordinator serves as a CCAO government affairs representative and legislative advisor. The Legislative Coordinator engages in research and advisory functions related to improving the CCAO and assists the CPO and the Assessor and/or his/her designee in responding to legislative initiatives and fostering relationships with units of local government and elected officials. The Legislative Coordinator recommends and provides information to the CPO and the Assessor or his/her designee to assist him/her in setting policy and making decisions concerning legislative, policy or grant initiatives. The Legislative Coordinator reviews State, Federal and local legislative issues as directed that may have a budgetary or operational impact for the CCAO relative to such legislation and provides responsive information to the CPO and the Assessor or his/her designee. The Legislative Coordinator may assist in conducting research regarding available State and Federal funding for programs that the CCAO may be eligible to apply for and advises the CPO of potentially innovative programs that may improve the respective CCAO initiative. The Legislative Coordinator serves as a CCAO liaison to the various Federal, State or local elected officials and offices. The Legislative Coordinator assists the CPO and the Assessor or his/her designee in coordinating and advancing legislative and policy positions.

The Legislative Coordinator is privy to information of a sensitive and confidential nature, necessary to complete assignments for the CCAO.

### **Essential Job Duties**

- Monitors and tracks proposed legislation introduced at the County, State, and in larger municipalities which may impact the CCAO, and works with the Assessor's legislative team as directed to review, research and/or track legislation at the Federal level.
- Engages in research and legislative analysis for proposed legislation regarding bills that may affect the CCAO; advises the CPO, the Assessor, or his/her designee on how the proposed legislation may impact the CCAO including any legal or budgetary issues posed by the proposed legislation in order for the CCAO to arrive at a position relative to such legislation.
- Works with staff from other CCAO divisions to obtain fiscal and operational analysis with supporting data and to analyze budgetary, policy or operational impacts that proposed legislation may have upon the CCAO.

- Researches various legislative initiatives, around Illinois and in other jurisdictions, at the direction of the CPO and the Assessor or his/her designee for their review.
- Participates and assists in the development of other confidential papers, policy recommendations, and reports as directed by the CPO and Assessor or his/her designee.
- Assists in the development, passage, and implementation of legislative initiatives and policies as needed by the CCAO and as requested by the CPO and Assessor or his/her designee.
- Serves as legislative and government affairs liaison for the CCAO as directed.
- Assists in the coordination of communications and interactions with the Cook County Board of Commissioners, other elected officials, and units of local government on behalf of the CCAO in collaboration with the CPO and Assessor or his/her designee as directed.
- Represents the CCAO before legislative tribunals as directed by the CPO and Assessor or his/her designee.
- Works in tandem with or reports to the Assessor's Leadership Team.
- Performs other duties as assigned.

**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**

- Bachelor's Degree from an accredited college or university.
- Three (3) years of full-time work experience in public policy, with at least one (1) year performing research regarding property assessment or taxation, assessment administration, public housing, or affordable housing.
- Valid Class D, IL driver's license, reliable transportation and proof of automobile insurance.

OR

- Master's Degree from an accredited college or university.
- One (1) year of full-time work experience in public policy.
- Valid Class D, IL driver's license, reliable transportation and proof of automobile insurance.

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

- Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legislative questions and issues.
- Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

- Ability to lead and cooperate on team projects.
- Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.
- Skill in legislative writing and analysis as well as ability to engage in grant research and writing.
- Ability to read and analyze a large volume of bills and resolutions.
- Knowledge of political processes in State and County government.
- Experience in dealing with legislators and elected officials.
- Knowledge of CCAO's operations and procedures, assessment, and valuation practices, or ability to quickly gain such knowledge.
- Knowledge of CCAO procedures, policies, practices and guidelines or the ability to gain such knowledge.
- Must be computer literate in Microsoft Word, Excel, Outlook, Power Point, Explorer, Access, and the AS400.
- Ability to meet Office and departmental deadlines, and effectively utilize time with limited oversight.

#### **Physical Requirements**

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

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**

Last modified: September 17, 2020