

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0295  
Job Title: Administrative Analyst V  
Salary Grade: 23  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9500266  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Assists the Director of Revenue and Deputy Director of Revenue with the efficient management of all operations, infrastructure, and staff and may assume the role of an assistant deputy. Oversees and ensures that all statutory and strategic mandates related to the Department of Revenue are fulfilled.

### **Key Responsibilities and Duties**

Assist with setting policy and automation efforts regarding enforcement of taxes and collection procedures.

Collaborate working efforts with the Department of Administrative Hearing and Office of the State's Attorney on revenue hearing cases.

Support with the planning, organization and implementation of all operational and strategic initiatives.

Communicate with a wide variety of industry representatives, taxpayers and other County Agencies.

Assists the Deputy Director of Revenue with researching, evaluating and estimating the fiscal impact of new taxes, fees and fines.

Assists the Director with the planning, organization, and implementation of all operational and strategic initiatives.

Support operations related to the Collections, Compliance and Delinquent Property Tax Division.

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

Knowledge of governing ordinances, government finance, revenue and tax laws.

Knowledge of County administrative structure and other government entities.

Skilled in public speaking, management of resources, writing and math.

Ability to quickly assess situations and make decisions.

Ability to interface with a wide variety of public officials, industry representatives and individual taxpayers.

### **Minimum Qualifications**

High School Diploma or GED certification PLUS a minimum of one (1) year of experience in an administrative capacity **OR** graduation from an accredited college or university with a Bachelor's Degree.

### **Preferred Qualifications**

Master's degree in Finance, Business Administration or Public Administration.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.**