

# COUNTY OF COOK



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

Job Code: 0110  
Job Title: Director of Financial Control I  
Salary Grade: 20  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9500026  
Shakman Exempt

## Characteristics of the Position

### General Overview

Executes responsible accounting operations and assists in the formulation and installation of new financial control systems for a county department or institution. Aids in devising forms, preparing manuals and establishing policies required to guide activities of bookkeeping and clerical personnel who maintain system. Assists the Director and Deputy Director on special projects and assignments in an effort to devise new policies and programs for the Department and the County's overall revenue structure and operation.

### Key Responsibilities and Duties

Performs research and analysis as requested by the Director or Deputy.

Assists in the research, formation and review of policies and programs for the department and the County's overall revenue structure and operation.

Analyzes all or part of financial operations records, and reports for a county department or institution. Audits and analyzes various statements of receipts, disbursements, liabilities and assets.

Finalizes and prepares financial operating records. Prepares or directs the preparation of periodic, special and annual statements and other financial reports as required.

Trains and supervises accounting, budgeting, payroll, billings, bookkeeping and clerical employees engaged in processing and reporting activities in financial control.

Conducts survey of operations to ascertain needs of the department. Sets up classification of accounts and organizes accounting procedures and machine methods for maintaining them.

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

Considerable knowledge of modern principles and practices utilized in accounting, business management functions, and in related governmental activities.

Extensive knowledge of business law; federal, state and local laws and ordinances and the interpretation and application to specific county problems.

Ability to plan, organize, assign, direct and evaluate the fiscal projects for the department or institution and to recommend improvements. Ability to exercise unusually good judgment in evaluating situations and in making decisions.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of progressively responsible accounting and auditing experience **OR** an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Accounting or Business Administration.

Five (5) years' experience in Accounting and Auditing.

Prior supervisory or managerial experience.

**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.**

# COUNTY OF COOK



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

Job Code: 0253  
Job Title: Business Manager III  
Salary Grade: 22  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9500029  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Plans, directs and coordinates all activities of a large technical and clerical staff. Helps Director of the department establish policies and procedures relevant to all units within the Revenue Department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other major administrative officials in preparation of budgets and implementation of new policies and procedures. Serves in a confidential role to the Director.

### **Key Responsibilities and Duties**

Supervises and coordinates activities of a large technical staff.

Reviews reports and takes action to follow-up deficiencies in operations.

Assists Director in formulation of new departmental policies and procedures.

Aids in preparation of budgets and performance of special financial studies.

Confers with top administrative officials of department regarding matters that may be confidential in nature.

Performs service on an inter/intra governmental level in the area of finance and legislation as it pertains to health matters (federal, state & local).

Serves as E.E.O.C. Enforcement Officer for the Department.

As assigned, represents the Department at related conferences.

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

Knowledge of all systems and procedures employed in the department of Revenue.

Knowledge of modern business systems accounting practices as they relate to large scale organizations.

Skilled in business management.

High degree of decision making ability.

Ability to plan, direct, coordinate, and supervise activities of technical and clerical staff and to receive cooperation of other county executives and administrators.

### **Minimum Qualifications**

Graduation from an accredited college or university PLUS a minimum of four (4) years' experience in public administration, business, purchasing or corporate transaction **OR** an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

Prior supervisory or managerial work experience.

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# COUNTY OF COOK



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

Job Code: 0263  
Job Title: Director  
Salary Grade: 24  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9200001  
Shakman Exempt

## Characteristics of the Position

### General Overview

Responsible for the billing and collection of business and individual taxes and fees and licenses in Cook County. Enforces the compliance of all applicable ordinances and maintains the 30 year Real Estate Open File. Researches and advises Cook County Board President on new taxes and fees. Provides revenue collection information to various offices. Oversees the hiring, direction and evaluation of Department of Revenue staff (including temporary workers). Advises President, County Board, Comptroller and Chief Financial Officer in related matters and assists in the formation, interpretation and development of revenue policy.

### Key Responsibilities and Duties

Sets policy regarding enforcement of taxes and collection procedures for Cook County Government.

Researches, evaluates and estimates fiscal impact of new taxes, fees and fines. Makes recommendations to the President and County Board on same.

Oversees, manages and directs the work of Revenue Department employees (including temporary and seasonal workers). Coordinates the duties of the staff within the divisions of the department.

Interfaces and consults with senior Administration personnel regarding various fiscal matters.

### **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**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of five (5) years' progressively responsible experience in an operational capacity **OR** an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Finance or Business Administration.

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# 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.

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# COUNTY OF COOK



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

Job Code: 5205  
Job Title: Deputy Director  
Salary Grade: 24  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9500012  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Assists the Director of Revenue with the efficient management of all operations, infrastructure, and staff. Oversees and ensures that all statutory and strategic mandates related to the Department of Revenue are fulfilled.

### **Key Responsibilities and Duties**

Assists with setting policy regarding enforcement of taxes and collection procedures for Cook County Government.

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

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

Oversees the administration of personnel functions associated with the Department of Revenue: prepares employee evaluations, approves time off, responsible for training of all employees.

### **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**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of progressively responsible experience in an operational capacity **OR** an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Finance or Business Administration.

Five (5) years of experience in public sector operations.

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# COUNTY OF COOK



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

Job Code: 5531  
Job Title: Special Assistant for Legal Affairs  
Salary Grade: 24  
Bureau: Bureau of Finance  
Department: Revenue  
Dept. Budget No. 011  
Position I.D. 1000977  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Acts as legal advisor and counsel to the bureau chief or director in all matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel including in matters related to and the Office of the Cook County State's attorney as required.

### **Key Responsibilities and Duties**

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

**Knowledge, Skills and Abilities:**

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

**Minimum Qualifications:**

Graduation from an accredited School of Law with a Juris Doctorate.

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

**Preferred Qualifications**

Five (5) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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