

ACQUISITIONS SPECIALIST (CCLBA)

Requisition ID: 00120015

Job Posting: Jan 23, 2017, 9:12:15 AM

Closing Date: Feb 5, 2017, 11:59:00 PM Full-time

Shift Start Time: 8:30 A.M. **Shift End Time:** 4:30 P.M.

Posting Salary: \$2,940.16 BIWEEKLY

Organization: Offices Under the President

Cook County Offices Under The President	Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President
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Job Summary

Under the general direction of the Senior Acquisitions Manager, monitors and assists in the day-to-day activities of the property acquisitions and disposition process. Participates in the development and implementation of the Cook County Land Bank Authority's (CCLBA) property acquisition strategy. Conducts ongoing research on housing market conditions at the neighborhood, regional and broader levels to track trends, identify opportunities for strategic acquisition and validate property appraisal assumptions for potential acquisitions. Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree **IS REQUIRED. (Must provide original college/university transcript at time of interview)***
- Three (3) years' full-time work experience with evaluation, acquisition and disposition of property, including conducting physical evaluations onsite **IS REQUIRED.**
- Two (2) years of full-time work experience with Real Estate Owned (REO) and distressed properties **IS REQUIRED**
- Valid Driver's License and proof of automobile insurance **IS REQUIRED. (Must provide proof at time of interview)**

Preferred Qualifications

- Three (3) years' full-time work experience in Cook County with evaluation, acquisition and disposition of property, including conducting physical evaluations onsite.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.**

Knowledge, Skills, Abilities and Other Characteristics

General knowledge of models and best practices for the development and operation of a Land Bank Authority. Knowledge of property valuation and building construction, with primary emphasis on residential property. General knowledge of housing dynamics in the Chicago metropolitan area and Cook County specifically. Familiarity with community-based and nonprofit organizations engaged in community development. Good written and verbal communication skills. Strong analytic skills, including financial analysis.

Ability to perform required tasks, including property inspections at locations in communities across Cook County. Ability to be self-motivated, work at a fast pace and be solutions-and team-oriented.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

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.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?"**
- **ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

Benefits Package

- 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)

For further information on our excellent benefits package, please click on the following link:

<http://www.cookcountyrisk.com/>

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER