

# ACQUISITIONS SPECIALIST (COOK COUNTY LAND BANK AUTHORITY) CLOSING DATE – June 17, 2020

**Requisition ID: 00124443**

**Job Posting:** Jun 3, 2020, 11:02:04 AM

**Closing Date:** Jun 17, 2020, 11:59:00 PM Full-time

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

**Posting Salary:** \$3,199.53 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**

## **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.

### **Light Work**

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**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/>

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. See Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (8) (18).

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**