



Office Under the President ▼

Career Information ▼

More ▼



**YOUR PASSION. YOUR HOME.
YOUR CAREER. COOK COUNTY.**

MARIA O. ANALYST, ENTERPRISE TECHNOLOGY



Job Description

PLANNING ANALYST - COOK COUNTY LAND BANK AUTHORITY
Requisition ID: 00136953

Opening Date May 16, 2025 **Closing Date:** May 30, 2025
Full-time Shift Start Time: 8:30 A.M. **Shift End Time:** 4:30 P.M.

Posting Salary: \$76,194 - \$84,150 /YEARLY
Organization Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Bureau of Administration</p> <p>Bureau of Asset Management</p> <p>Bureau of Economic Development</p> <p>Bureau of Finance</p> <p>Bureau of Human Resources</p> <p>Bureau of Technology</p> <p>Independent Agencies</p>
-----------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Job Summary

Provide technical support for the department's Tax Certificate Program, responsible for identifying, organizing, and tracking the acquisition of tax certificates from the Cook County Treasurer. Support the team in the management of all tax certificates processed. Recommend strategies for acquiring properties and creating a pipeline for the Acquisition Team. Prepare, develop, and implement analyses of internal and external data to identify, evaluate and

make inferences on trends with the property portfolio, broader housing market, or communities where office is active.

Knowledge, Skills, Abilities and Other Characteristics

- Ability to run GIS analyses on various data involving housing, transportation, public education, green space or related data.
- Knowledge of the interoperability between multiple hardware and software environments.
- Ability to manage property or real estate data with an understanding of property transaction processes.
- Ability to manage the installation, configuration, and deployment of software programs and patches, database performance metrics, SQL, and reporting functions and ability to develop standards and compliance guidelines for the implementation of processes, procedures, and databases.
- Ability to provide moderate-level insight, advice and expertise to other professionals, management, and external contacts in an assigned functional area.
- Ability to operate as a team player and communicate specialized knowledge team members, managers, and external stakeholders.
- Knowledge of moderately complex principles and practices for a specialized area of focus.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree or higher and
- Two (2) years of experience in Geographic Information Systems (GIS) and
- Two (2) years in planning, community development, or directly related experience or
- An equivalent combination of education and/or experience.

Physical Requirements

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

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.

-

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/>

-

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, DD 215 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).**

The Cook County Department of Veterans Affairs can assist you with obtaining a certified DD214 and having it recorded for you at no charge. Please contact veterans.affairs@cookcountyil.gov

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

Candidates who are contacted will be required to produce original required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being extended an offer, in writing, by the Bureau Chief of BHR (or designee). Candidates will be notified of how to submit the required document.

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.

*Degrees awarded outside of the United States except for those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE).

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) (d)

The County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

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

***Must be legally authorized to work in the United States without sponsorship.**

Please contact BHR.WorkforceStrategy@cookcountyil.gov for inquiries about this position

EEO Statement

Cook County Government is an Equal Employment Opportunity ("EEO") employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Policies, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

-

Social Media Disclaimer

-

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.

**Privacy Policy Shakman Exempt
Role Contact Information**
