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MARIA O. ANALYST, ENTERPRISE TECHNOLOGY



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

## Job Description

### **SENIOR PROPERTY ACQUISITION SPECIALIST (LAND BANK AUTHORITY)**

**Requisition ID: 00138439**

**Opening Date** Feb 2, 2026 **Closing Date:** Feb 23, 2026

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

**Posting Salary:** \$97,116 - \$107,166/YEARLY

**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

Monitor and assist in the day-to-day activities of the property acquisition and disposition processes. Participate in the development and implementation of the Office's property acquisition strategy. Conduct ongoing research on housing market conditions in select neighborhoods, regions, and areas to track trends, identify opportunities for strategic acquisitions, and validate property appraisal assumptions for potential acquisitions. Answer questions related to property acquisitions and address non-standard issues. Conduct strategic communications of pertinent information based upon the objectives of the events and target audiences, ensuring consistency and accuracy of messages.

## Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree and
- Four (4) years in property management, Real Estate Owned (REO) properties, distressed properties, or directly related experience or
- An equivalent combination of education and/or experience is required.
- Valid driver's license and proof of automobile insurance is required.

### **Preferred Qualifications**

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

**This position is considered a safety-sensitive position. Candidates who are selected to fill safety-sensitive positions must pass a required drug test as part of the pre-employment background check process.**

<https://www.cookcountylil.gov/sites/default/files/service/drug-and-alcohol-policy.pdf>

**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 required documents.**

**\*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 the World Education Services (WES), Educational Credential Evaluators (ECE) or a National Association of Credential Evaluation (NACES) member organization.**

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

- Knowledge of models and best practices for the development and operation of a Land Bank Authority.
- Knowledge of housing dynamics in the Chicago metropolitan area, community based and nonprofit organizations, County property valuations, and building construction, with primary a emphasis on residential property.
- Ability to perform required tasks, including property inspections at locations in communities across the County, and ability to conduct analyses.
- Ability to travel at a moderate to extensive level to work assignments throughout the County, for which the employee must provide his or her own adequate means of transportation.
- Ability to independently guide plans in area of specialization to drive business success.
- Ability to provide in-depth insight, advice and expertise to other professionals, management, and external contacts in an assigned functional area.
- Ability to operate as a senior team member and communicate advanced specialized knowledge to team members, leaders, and external stakeholders.
- Knowledge of complex principles and practices for a specialized area of focus.
- Proficient in Microsoft Office and property management software.

**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, 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@cookcountyl.gov](mailto:veterans.affairs@cookcountyl.gov)

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

**Group and Voluntary Benefits Offered:**

- Medical, Dental, and Vision
- Basic Term Life Insurance
- Pension Plan
- Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- Voluntary Benefits
- 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/>
- For eligible employees the County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

**Salary Range:** \$97,116 - \$107,166 / YEARLY

**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.**

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)

**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 Polices, 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.

**Please contact: [BHR.WorkforceStrategy@cookcountyl.gov](mailto:BHR.WorkforceStrategy@cookcountyl.gov) for inquiries about this position.**

**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.**

**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.

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