

Cook County Assessor's Office - Executive Assistant List

	Department	Job Title	PCID	Position Description
1	Valuations & Assessments Department	Executive Assistant V	9501129	Link to Position Description
2	Valuations & Assessments Department	Executive Assistant V	9500753	Link to Position Description
3	Immediate Office	Executive Assistant	9500720	Link to Position Description
4	Legal Department	Executive Assistant V	9501104	Link to Position Description
5	Exemption Investigations Unit	Executive Assistant	Vacant	Link to Position Description
6	Human Resources Department	Executive Assistant	Vacant	Link to Position Description
7	Taxpayer Services Department	Executive Assistant	Vacant	Link to Position Description

Exhibit 1
October 27, 2014

Cook County Assessor's Office
List Of Exempt Positions

	Job Title	PCID
1	Special Assistant to Assessor	9500782
2	Chief Deputy Assessor	9500705
3	Executive Assistant	9500720
4	Deputy Assessor, Chief Legal Counsel	9900726
5	Director of Legal	9500961
6	Legal Counsel	9501014
7	Legal Counsel	9501127
8	Legal Counsel	9501128
9	Director of Special Assessment	9501152
10	Financial Research Analyst	9501125
11	Deputy Assessor of Human Resources	9500763
12	Deputy Assessor Chief of Information Technology	9500704
13	Deputy Assessor Chief of Assessment Operations and Administration	9900954
14	Deputy Assessor Chief of Operating Officer of Valuation & Assessments	9500706
15	Director of Industrial/Commercial Valuation	9900884
16	Director of Residential Valuation	9500959
17	Deputy Assessor Taxpayer Services & Public Outreach	9500829
18	Deputy of Communications	9500747
19	Director of Communications (Cook County)	9501142
20	Director of Communications (Springfield)	9501140
21	Deputy Assessor of Financial Operations	9500781

GRANT OF AUTHORITY

Selected Candidate(s): _____

Position Title: _____

Department: _____

Proposed Salary _____

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Candidate(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

_____ (Sign)

_____ (Sign)

_____ (Print)

_____ (Print)

Deputy of Human Resources

Assessor (or designee)

Date

Date

POSTING FILE/INTERVIEW FILE CHECKLIST

Position Title: _____ Grade: _____
 Department: _____ Job Code: _____
 Date of Posting: _____ Date: _____

POSTING FILE CHECKLIST	Completed	Date	Scanned
Request to Hire			
Position Description			
Notice of Job Opportunity			
Method and Location of Posting			
Applicant List			
Contact Log			
Applications			
Validated Eligibility List			
Preliminary Interview List			
Randomization Documentation, if required			
Final Interview List			
Interview Panel Selection Form			
Pre-Interview Testing Protocol			
Interview Questions			
INTERVIEW FILE CHECKLIST			
Pre-Interview Licenses and Certifications			
Conflict of Interest Disclosure			
Interviewer Evaluation Form			
Interview Score Tabulation Worksheet			
Scored Interview List			
Interview Panel Ranking Form			
Ranking Meeting Notes			
Permitted Recommendations			
Justification to Hire			
Grant of Authority			
Offer Letter			
Offer Accepted or Declined			
NPCC completed by Selectee			

Certified: _____ Date: _____
 Deputy of Human Resources

Reviewed: _____ Date: _____
 Director of Compliance

COOK COUNTY ASSESSOR'S OFFICE
INTERVIEW PANEL RANKING FORM

Position: _____

Number of Positions: _____

Date: _____

Rank

Candidate Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INTERVIEW PANEL RANKING FORM

Position:

Date:

INTERVIEW PANEL:

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Applicant(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Printed Name	Signature	Date

Printed Name	Signature	Date

Printed Name	Signature	Date

Human Resources Representative:

Printed Name	Signature	Date

Interview Evaluation Form

Candidate Name: _____

Position: _____

Hiring Department: _____

Interview Date: _____

Interviewer (Print) _____ **Title** _____

Scoring

1=Unacceptable

2=Marginally Acceptable

3=Acceptable

4=Very Good

5=Excellent

Question 1:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or "5," explain:

Question 2:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or "5," explain:

Question 3:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or "5," explain:

Question 4:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or "5," explain:

Question 5:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or "5," explain:

Question 6:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or a "5," explain:

Question 7:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or a "5," explain:

Question 8:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or a "5," explain:

Question 9:

Value:

Comments:

Score: 1 2 3 4 5

Circle one score. If score is "1" or a "5", explain:

Question 10:

Value:

Comments:

Score: 1 2 3 4 5

If score is "1" or a "5", explain:

Are you willing and able to perform the essential duties of this position? Yes No

Are you willing and able to work the required hours at specified location? Yes No

INTERVIEW SUMMARY:

With respect to all jobs under the Cook County Assessor that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Assessor employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Assessor employment actions taken with respect to the above Applicant(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

INTERVIEWER SIGNATURE _____ DATE: _____

FOR HR USE ONLY:

Total Score _____ Reviewed by (HR) _____

Signature (HR) _____ Date _____

NO POLITICAL CONSIDERATION CERTIFICATION (NPCC)

Employee Name: _____

Employment Action: _____

With respect to all jobs under the jurisdiction of the Cook County Assessor's Office that are not Exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Assessor's Office employment action taken with respect to the above Applicant/Employee or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

_____	_____
Name/Title	Date
_____	_____
Name/Title	Date
_____	_____
Name/Title	Date
_____	_____
Name/Title	Date



Political Contact Log Reporting Form

It is prohibited by law and the policies of Cook County Assessor's Office for any employment action to be taken regarding any position based on political factors or considerations *unless* the position is considered by court order to be "exempt." Examples of employment actions include hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime.**

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization - or with any individual acting on behalf of such person or organization - if that contact involves an attempt to inquire about or to affect an employment action involving an employee who holds a non-exempt position or is an applicant applying for such a position.*

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. **If you are contacted or know about such a contact, you are required to immediately complete this form** and return it directly to:

Sharon M. Goss, Director of Compliance Cook County Assessor's Office, 9th
 Floor In person delivery, mail, or by facsimile (312) 603-7594.

You are not required to assess whether the contact is illegal; rather, you are only required to report its occurrence. Please provide all the information requested by this form. If you have any questions, please contact Sharon Goss and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: Written Phone Personal Other (specify)	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	
Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail etc.	
(Please use another sheet if necessary)	
Date of Log Entry:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

- *A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
- **Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

POSITION DESCRIPTION

[Position Title]

Job Summary

The [Position Title] [description of general duties and responsibilities of position]. The [Position Title] reports to [Position Title's supervisor

Typical Duties

The [Position Title] [description of specific duties and responsibilities of position].

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.

Minimum Qualifications

Minimum Qualification 1.

Minimum Qualification 2.

Minimum Qualification 3.

Minimum Qualification 4.

Preferred Qualifications

Preferred Qualification 1.

Preferred Qualification 2.

Preferred Qualification 3.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge expected for position.

Knowledge expected for position.

Knowledge expected for position.

Skill expected for position.

Skill expected for position.

The ability expected for position.

The ability expected for position.

Work Environment

The position is primarily performed in an office setting, with the majority of the work hours spent at a desk. Some walking to meetings may be required from time to time, as well as standing during interactions with taxpayers.



Political Contact Log Reporting Form

It is prohibited by law and the policies of Cook County Assessor's Office for any employment action to be taken regarding any position based on political factors or considerations *unless* the position is considered by court order to be "exempt." Examples of employment actions include hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime.**

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization - or with any individual acting on behalf of such person or organization - if that contact involves an attempt to inquire about or to affect an employment action involving an employee who holds a non-exempt position or an applicant applying for such a position.*

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. **If you are contacted or know about such a contact, you are required to immediately complete this form** and return it directly to:

Sharon M. Goss, Director of Compliance Cook County Assessor's Office, 9th
 Floor In person delivery, mail, or by facsimile (312) 603-7594.

You are not required to assess whether the contact is illegal; rather, you are only required to report its occurrence. Please provide all the information requested by this form. If you have any questions, please contact Sharon Goss and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: Written Phone Personal Other (specify)	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	
Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail etc.	
(Please use another sheet if necessary)	
Date of Contact Log Report:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

- *A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
- **Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

Date Received by DOC: