

**THE OFFICE OF COOK COUNTY ASSESSOR JOSEPH BERRIOS ANNOUNCES  
THE AVAILABILITY OF THE EXTERNSHIP OPPORTUNITIES  
FOR THE 2017 – 2018 ACADEMIC YEAR**

For the 2017 - 2018 academic year, the Cook County Assessor's Office has 3 unpaid Externship positions available to assist the Legal Department. Law students and recent law school graduates interested in working for an agency within Cook County government are encouraged to apply following the procedures below. Externs are anticipated to work approximately ten (10) hours per week for the entire academic year, or during either the Fall Term, September through December 2017, or the Spring Term, January through June 2018.

For Extern positions within the Legal Department, the Cook County Assessor's Office requires the following qualification:

Current enrollment in an accredited law school as a candidate for a J.D. or LLM, or a recent recipient (2016 or later) for a J.D., or LLM.

An Extern in the Legal Department may work on any of the following areas: (a) Research and writing on legal matters relating to real property taxation, assessment administration, and property tax exemptions; (b) Review and interpretation of provisions of the Illinois Property Tax Code, the Cook County Real Property Classification Ordinance, and related case law; (c) Evaluation of process and procedures concerning real property incentives, exemptions, and omitted assessments; (d) Drafting and evaluation of contracts and other legal documents; and/or (e) Assistance regarding labor and management relations, including union contracts, collective bargaining agreements and related matters.

An Extern may work flexible hours to accommodate his or her class schedule in order to meet the minimum weekly hour commitment to the Assessor's Office.

To apply, please complete the attached application form along with a current resume by **September 8, 2017**. The completed materials should be submitted either through your Career Development Department, or to:

Cook County Assessor's Office  
Attention: Donna Dunnings  
118 North Clark Street, 3<sup>rd</sup> Floor  
Chicago, Illinois 60602

PLEASE NOTE: Any political contact to the Assessor's Office on behalf of a law student or recent law school graduate will result in the disqualification of the applicant from consideration for an Externship.

FOR MORE INFORMATION PLEASE CONTACT YOUR CAREER DEVELOPMENT DEPARTMENT.



**OFFICE OF THE COOK COUNTY ASSESSOR**  
 118 N. Clark St., 3rd Floor Chicago IL 60602

**INTERN/EXTERN APPLICATION**

Please type or print legibly

Name (Last)	(First)	Middle	E-Mail	
Address				Home Telephone
City	State	County	Zip Code	Cell Telephone
Emergency Contact Name			Emergency Contact Telephone Numbers	
Name of employees of the Office of the Cook County Assessor with whom you are acquainted or related. If related, please list relationship.			How did you become aware of this internship/externship opportunity as the Office of the Cook County Assessor?	

**EDUCATION**

Name and Location of school	Years Attended	Subject/Major	Grade Average
High School			
College			
Advisor/Counselor's Name		Advisor/Counselor's Telephone Number	

**PLEASE ATTACH A CURRENT RESUME**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

The Office of the Cook County Assessor is and Equal Opportunity Employer which places interns/externs based on applicant qualifications and merit. The use of political factors as a condition of an offer of an internship/externship is prohibited.

Any violation of this policy should be reported to Sharon Goss, Assessor's Office Director of Compliance, at 312-603-7415.