ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROPERTY CONSULTANT

POSITION CODE: 34900
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs responsible work of a consultative nature in the review, investigation and analysis of property and insurance problems encountered in the operations of a state department or division; deals either with the insurance assets of applications for or recipients of public assistance, or with the estates of deceased public assistance recipients, in which the state has an interest; performs work both as an aid to recipients and for protection of the state's interest prior to or after the death of a recipient; interprets and applies established division policies as they relate to individual case problems; formulates new policies as the need arises; supervises a small clerical staff performing routine details in this work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Consults with county departments and public assistance representatives on the use of life insurance resources in determining need and on property problems arising in the administration of the Public Assistance Act.

2. Examines life insurance policies for conformance to legal requirements of the program; interviews applicant and family; contacts insurance company home office on policy cash and death values; advises on adjustments when value exceeds legal requirements; discusses general insurance problems with department workers, recipients or company representatives.

3. Secures paid-up endorsement, adjustment or issuance of supplementary contract from insurance companies on insurance matured or to be reinstated.

4. Arranges for adjustments on lapsed contracts through contacts with life insurance adjustment bureau.

5. Develops program relating to adjustment of property and insurance rights of public assistance recipients relating to state's lien and individual's interests.

6. Examines estates of deceased recipients of public assistance; determines if they are of sufficient value to reimburse the state's lien; follows prescribed procedure in necessary collection methods.

7. Examines estates for fraudulent acts; follows prescribed procedure for legal action in prosecution as necessary.

PROPERTY CONSULTANT (continued)

8. Negotiates, examines and prepares leases for office space; makes surveys to locate and determine suitability of office space; prepares contracts for public utilities, facilities and janitorial services.

9. Supervises work of clerical staff performing routine details relating to the work.

10. Assists in staff training in the field of property and insurance.

11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in law or related fields.

Requires one year professional experience in an insurance agent or underwriter, or in a position affording a familiarity with real estate values and leases and procedures relative to the analysis and evaluation of estates and real estate.

Knowledges, Skills and Abilities

Requires working knowledge of legal provisions of the public assistance program affecting life insurance and property holdings of applicants and recipients.

Requires working knowledge of principles of life insurance and practices of life insurance companies.

Requires working knowledge of requirements and practices involved in property and realty transfers.

Requires elementary knowledge of legal principles of property and estate.

Requires ability to maintain satisfactory working relationships with others.

Requires ability to supervise a small clerical staff.

Requires ability to evaluate policies and procedures relating to applicant and recipient property holdings and to recommend improvements in them.

Requires ability to prepare effective written correspondence or office communications.

Requires ability to understand and evaluate contractual provisions of life insurance policies.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.