



State of Illinois  
**PROPERTY TAX APPEAL BOARD**

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**MEMORANDUM**

To: The Task Force on Inventorying Employment Restrictions  
From: The Property Tax Appeal Board  
Date: January 19, 2012  
Re: Employment Restrictions Based Upon Criminal Records

This is in response to your request of November 14, 2011 for information required by Public Act 097-0501. The Property Tax Appeal Board has followed the format provided in the Act.

**Mission of the Agency:** It is the mission of the Illinois Property Tax Appeal Board to hear and adjudicate real property assessment disputes filed before it as authorized by law. To achieve this purpose and to instill public confidence in the integrity and efficiency of the state's property tax appeal process, the board members and staff will pursue the following goals:

1. Provide an informal forum, open to the public, for the timely hearings of contested appeals;
2. Resolve appeals in a timely fashion by issuing impartial decisions based upon equity and the weight of the evidence which set forth the Board's findings.
3. Establish clear, concise, accurate and timely communications with the public;
4. Maintain a work force that demonstrates the highest standards of integrity, efficiency and performance.

The Property Tax Appeal Board is a small agency with less than 35 current employees. Therefore, each occupation is subject to the same scrutiny with regard to criminal records; but, the outcome might be different because of the actual work performed or the seriousness of the criminal record.

**BOARD MEMBERS**

**Michael J. (Mickey) Goral**  
*Rockford*

**Kevin L. Freeman**  
*Chicago*

**Mauro Glorioso**  
*Westchester*

**Jim Bilotta**  
*Lockport*

The Property Tax Appeal Board uses the following professional level classifications: Senior Public Service Administrator, Public Service Administrator, Executive 2, Administrative Assistant 1 and 2, Information Systems Analyst 2, Information Services Specialist 1 & 2, Technical Advisor 2 and 3, Appraisal Specialist 2 and 3 and Private Secretary 2. Sec 15(c)(1).

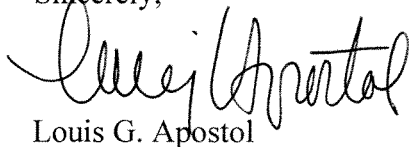
The Property Tax Appeal Board uses the following paraprofessional and clerical level classifications: Office Administrator 3, Office Coordinator, Office Associate, and Office Assistant. Sec 15(c)(1.).

Responding to Sec 15(c)(2), the restriction is authorized by policy and procedure that has evolved from our mission. Since our mission requires both creditability and sensitivity from all employees from our receptionist to our Executive Director, our Board is extremely careful in making each decision based upon the individual situation presented by the employee. Our handbook contains guidelines; but, there is no laundry list of “if you do this, we will take this action”. Attached is a copy of Chapter 7 – Employee Conduct from our Employee Handbook which will provide more information. Our restrictions all fall under language cited in the Act, Sec15(c)(3)(B). The Property Tax Appeal Board uses “agency discretion in determining disqualifying offenses”.

Responding to Sec 15(c)(4), the procedures used by the Property Tax Appeal Board to identify an individual’s criminal history are the Department of Central Management Services, Examining/Employment Application (CMS100) and the Illinois State Police, Request for Release of Information. These are the only two forms that contain language asking about criminal records or criminal offenses that are completed by all new employees. The Property Tax Appeal Board only uses the CMS100 provided by all candidates for employment who are interviewed. There are no other screening procedures that are applied to each candidate.

Regarding Sec 15,(c)(5) through would Sec 15,(c)(8) would not apply to the Property Tax Appeal Board. The Property Tax Appeal Board has not had an occasion to review any criminal record either provided by an applicant or by the Illinois State Police.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis G. Apostol", written over a printed name.

Louis G. Apostol

LGA/bh