

KATIE BIEDERER

"Knowing what's right doesn't mean much unless you do what's right."

Theodore Roosevelt

RELEVANT WORK EXPERIENCE

Secretary to the Board of Review, McHenry County

March 2025- Current

- Resumed previous responsibilities.

Administrator, McHenry Township

September 2024- March 2025

- Process General Homestead exemption.
- Enter sales and create/mail welcome letters.
- Enter permits for field staff to track.
- Update Property Record Cards in PAMs.
- Maintain digital and physical records.
- Answer and direct inbound calls.
- Assisted Deputy Assessors with compiling of evidence for Assessment Complaints.

Secretary to the Board of Review, McHenry County

May 2024-September 2024

- Kept an open line of communication between the Board of Review, County office staff and assessors.
- Coordinated the flow of appeals filed with PTAB from receipt to final decision.
- Reviewed Notes on Appeal provided by the BOR to determine readiness for state submission.
- Produced an agenda for all BOR meetings, as well as the follow-up minutes.
- Continued to process Assessment Complaints from start to finish, including coordinating with township assessors, appellants, and the Board of Review
- Processed exemption applications.
- Continued to audit township assessment books efficiently.

Assessment Specialist II, McHenry County

October 2022- May 2024

- Streamlined hearing preparation process resulting in a significant reduction in time required to set up hearings.
- Processed a majority of the county's Disabled Veteran exemptions and helped with Senior Freeze exemptions when they got back logged.
- Audited township assessment books efficiently.
- Effectively communicated with taxpayers, never having to escalate a call or in office resident to management.
- In charge of Non-Homestead Exemptions from receipt of application through the Board of Review, scheduling hearings and sending out 100k notifications to taxing districts if needed. Then sending the application down to IDOR, and processing the response once received from IDOR. Creating C.E.'s when necessary.
- Processed Assessment Complaints from start to finish, including coordinating with township assessors, appellants, and the Board of Review.

RELEVANT EDUCATION

- **Board of Review Exam**
March 2024
- **C.I.A.O. Designation**
August 2023

KEY SKILLS

- Office Suite software, DevNet and OnBase
- Corporate communications.
- Customer service

CONTACT

