



**Job Title: Special Events Assistant**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
*Location: 1030 N Clark St  
Chicago, IL 60610*

**YOU WILL BE GREAT AT D&B IF:**

You love working in a fast-paced, multi-faceted Restaurant/Entertainment scene.  
You are able to communicate to Guests and your fellow team members in a way that inspires FUN!

You know each member of the Dave & Buster's team plays an important role in building sales.

You can live, love and embrace the Dave & Buster's culture!

**DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Look like big money to make big money!  
Come in, clock in and join the fun!  
Look for moments to surprise and delight our guests by connecting them with D&B fun!  
We work hard and we play hard, so when you need it - take a break!  
Back to the floor, showing endless fun!  
The night's over - cash out, clock out and call it a day!

**SCHEDULE**

Prime time is money time - Nights and weekends are the name of the game!  
Social Butterfly? Enjoy schedule flexibility.

**LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

**Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553708&oq=dave+and+busters&item=1&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Paralegal**

Req ID: 2728

Location: Chicago - Loop

# of Openings: 1

FT/PT: Full time

Employment Type: Regular

Salary Schedule: HA- BU 2

**Summary:** The Paralegal I provides general paralegal support through intake, research, case review, documentation preparation and other related tasks to support general operations and the work of staff and pro bono attorneys. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelors degree with demonstrated experience working with immigrants, refugees and/or asylum seekers. At least one year of experience working with these populations preferred. **Language Skills:** Fluency in another language may be required. **Ability to communicate articulately with internal and external audiences.** **Other Qualifications:** Excellent writing, editing, organizational and computer skills required. Ability to manage multiple tasks efficiently and perform well under strict deadlines.

Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987

Apply online by clicking

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&ws=1&rid=2728&source=Indeed>

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### **Job Title Maintenance**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

### **YOU WILL BE GREAT AT D&B IF:**

You do it all including windows!  
Nobody dusts and polishes like you do!  
You use all chemicals properly in the correct quantities for safety and cost control.

Sanitation is the name of the game.  
You have a friendly engaging style that our coworkers enjoy!  
You love working for a growing company.  
You live, love and embrace a fun, upbeat culture.

### **DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - cool dress guidelines that you won't be embarrassed to wear!  
Come in, clock in and join the fun!  
Cleanliness is the name of the game!  
Quality adherence and sanitation are just a given!  
We work hard and we play hard, so when you need it - take a break.  
Back to the floor, showing endless fun!  
The shift is over - Everything is clean and put away, clock out and call it a day!

### **SCHEDULE**

Days, nights and weekends, we can find a time.  
First job or second job, it does not matter! Enjoy schedule flexibility!

### **LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

### **Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553885&oq=dave+and+busters&item=5&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Job Title Dishwasher**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

**YOU WILL BE GREAT AT D&B IF:**

The kitchen is a way of life and you can rock the Hobart!  
You can rock a Friday night and not break a single dish!  
You are willing to do whatever it takes and there's no job you will not do!  
Sanitation is the name of the game.  
You have a friendly engaging style that our coworkers enjoy!  
You love working for a growing company.  
You live, love and embrace a fun, upbeat culture.

**DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Chef pants and coat, it does not get better than that!  
Come in, clock in and join the fun!

Quality adherence and sanitation are just a given!  
We work hard and we play hard, so when you need it - take a break.  
Back to the floor, showing endless fun!  
The shift is over - Everything is clean and put away, clock out and call it a day!

**SCHEDULE**

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**LEGAL MAKES US SAY**

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**Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553358&oq=dave+and+busters&item=2&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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### **Job Title Service Support**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

### **YOU WILL BE GREAT AT D&B IF:**

You love working in a high-volume fast paced dining restaurant serving fabulous food & refreshing drinks in hip and cool surroundings!

Providing great service with fun teammates gets you charged!

You exude a positive attitude and contagious energy throughout an entire shift!

### **DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!

Dress the part - look like big money to make big money!

Come in, clock in and join the fun!

Support your team and connect with the guests!

We work hard and we play hard, so when you need it - take a break!

Get back on the floor, you are missing the party!

The night's over - cash out, clock out and call it a day!

### **SCHEDULE**

Prime time is money time - Nights and weekends are the name of the game!

Social Butterfly? Enjoy schedule flexibility.

### **LEGAL MAKES US SAY**

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### **Additional Info**

Minimum Age

18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553560&oq=dave+and+busters&item=3&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Job Title Front Desk/Host**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

**YOU WILL BE GREAT AT D&B IF:**

You have a relentless desire to be the life of the party making each guests experience special!  
You want to make a living ensuring every guest has fun - D&B style!  
You can greet guests and help them understand all of D&B's offerings!  
You strive to enhance the guests game experience by offering player tips, introducing new games and assisting in billiard/shuffleboard.

**DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Look like big money to make big money!  
Come in, clock in and join the fun!

Look for moments to surprise and delight our guests by connecting them with D&B fun!  
We work hard and we play hard, so when you need it - take a break!  
Back to the floor, showing endless fun!  
The night's over - cash out, clock out and call it a day!

**SCHEDULE**

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**LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

**Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553494&oq=dave+and+busters&item=7&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Job Title Laundry**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location: 1030 N Clark St  
Chicago, IL 60610

**YOU WILL BE GREAT AT D&B IF:**

You have never met a stain you could not get out!  
Nobody presses linen like you do!  
You use all chemicals properly in the correct quantities for safety and cost control.

Sanitation is the name of the game.  
You have a friendly engaging style that our coworkers enjoy!  
You love working for a growing company.  
You live, love and embrace a fun, upbeat culture.

**DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Chef pants and coat, it does not get better than that!  
Come in, clock in and join the fun!  
Cleanliness is the name of the game!

Quality adherence and sanitation are just a given!  
We work hard and we play hard, so when you need it - take a break.  
Back to the floor, showing endless fun!  
The shift is over - Everything is clean and put away, clock out and call it a day!

**SCHEDULE**

Days, nights and weekends, we can find a time.  
First job or second job, it does not matter! Enjoy schedule flexibility!

**LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

**Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553022&oq=dave+and+busters&item=8&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Police Officer**

Lake Forest, Illinois

City of Lake Forest  
255 W. Deerpath  
Lake Forest, IL 60045  
E-mail: [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com)  
Website: [www.cityoflakeforest.com](http://www.cityoflakeforest.com)

Salary: \$63,572 - \$89,308  
Population: 19,700  
Sworn Officers: 40  
Application Deadline: 4/30/15

POLICE OFFICER  
ENTRY LEVEL EXAMINATION  
THE CITY OF LAKE FOREST  
By order of the Board of Fire & Police Commissioners

MANDATORY ORIENTATION: Saturday, April 18, 9:00 a.m.  
OR  
Wednesday, April 22, 7:00 p.m.  
Deer Path School Multi-Purpose Gym  
67 West Deerpath, Lake Forest, IL  
Park in rear of building (south side) and enter through double doors  
Applications available online only after attending orientation.

Requirements:  
Must be at least 21 and not more than 34 years old by July 1, 2015  
High school diploma or equivalent  
US citizen  
Corrected vision to 20/25

By June 6, 2015, all applicants passing the written exam must have a valid POWER card. POWER cards will be considered valid within 1 year of issue. Candidate is responsible to make sure their POWER card is current. Any candidate not possessing a valid POWER card will be disqualified.

Detailed information available at: [www.cityoflakeforest.com](http://www.cityoflakeforest.com)  
Equal Opportunity Employer

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## **Firefighter/Paramedic**

University Park, Illinois

Testing for an Immediate Need to Hire

Applications are available at: [www.jobsource.copsandfiretesting.com](http://www.jobsource.copsandfiretesting.com)

Applications will be online for purchase until 04/16/15 - 2:00 PM

The deadline for returning completed applications is: Thurs, April 16, 2015 by 4:00 PM

All applications must be returned to the office of:

C.O.P.S. and F.I.R.E. Personnel Testing Service

ATTN: University Park FD, 200 West Higgins Road, Suite 201, Schaumburg, IL 60195

You must meet the following minimum requirements Citizenship: Must be a U.S. Citizen

Driver's License: Must possess a valid Driver's License at the time of application with the ability to obtain an Illinois Driver's License upon time of hire

Age Requirement: Applicants must have attained their 21st birthday by the last date for filing applications (4/16/15); Applicants must be under the age of 35 at the date of testing (4/25/15) unless exempt by State Statute 65 IL 5/10-2.1-6 which provides, in part, that the age limitation does not apply to any person previously employed as a full-time firefighter in a regularly constituted fire department of any municipality or fire protection located in Illinois

Education: Must have proof of High School Diploma, GED Certificate or High School Proficiency Statement

Certifications: The applicant MUST be a State of Illinois, Office of the State Fire Marshall, Certified Basic Operations Firefighter (formerly Firefighter II) and MUST be certified as an EMT-P by the State of Illinois at the time of application. 4/16/15

Character: Must have no felony convictions and be of good moral character

Residence: Permanent residency in Illinois must be established within (30) mile radius of the University Park Village Hall within one year of your employment date

Testing: Must be able to successfully complete all phases of testing

CPAT: (MUST possess a valid) Candidate Physical Ability Test (CPAT) Certification at the time of application, MUST have been issued between the dates of 4/16/14 and 4/16/15

All individuals meeting eligibility requirements are encouraged to continue with the application process. Additional information will be provided in the packet which can be downloaded at: [www.jobsource.copsandfiretesting.com](http://www.jobsource.copsandfiretesting.com)

There is a \$30.00 non-refundable application fee. Applications are NOT available at the University Park Fire Department or Village Hall. Applicants must attend the mandatory orientation and test date: Mandatory Orientation and Written Examination

Saturday, April 25, 2015 Registration starts at 8:30 AM; Orientation - 9:00 AM

Written Examination immediately following the Orientation

Location: 90 Town Center, University Park, IL 60484

All applications are subject to the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of University Park, IL which is an Equal Opportunity Employer.

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**Telecommunicator A-1**

Tinley Park, Illinois

Village of Tinley Park  
16250 South Oak Park Avenue, Tinley Park, IL 60477  
Phone: 708-444-5000 Fax: 708-444-5094  
E-mail: [humanresources@tinleypark.org](mailto:humanresources@tinleypark.org)  
Website: [www.tinleypark.org](http://www.tinleypark.org)

Salary: \$47,299 - \$66,144  
Population: 56,703  
Sworn Officers: 63  
Application Deadline: 4/4/15

Application Fee:  
\$40.00 - Cash payable by Cash, Check, Money Order or Credit Card

The Tinley Park Civil Service Commission will be conducting an exam to establish an Eligibility Register for the position of Telecommunicator A-1.

Applications along with job requirements will be available  
March 23, 2015 thru April 4, 2015 at:

Village Clerk's Office, 16250 S. Oak Park Avenue, Tinley Park, IL 60477  
8:30 AM - 5:00 PM Monday thru Friday & 9:00 AM - 1:00 PM on Saturdays

Applications also available at:  
Tinley Park Police Department, 7850 W 183rd Street, Tinley Park, IL 60477  
7:00 AM - 11:00 PM

AND

Online at: [www.tinleypark.org](http://www.tinleypark.org)  
Online completed applications must be returned in person along with the application fee.

The exam will be administered at: 8:00 AM  
Saturday, April 11, 2015  
Tinley Park High School, 6111 W. 175th Street, Tinley Park, IL 60477

This exam will test general knowledge, reasoning skills and reading comprehension.

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**Job Title: Commissioner Assistant**

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: MC-12 Bid ID#: 31-1501

**Description of Duties/Essential Functions Benefits Supplemental Questions**

The Commissioner Assistant aids the Chairman with research, analysis, and development of issues and opinions relating to the industries regulated by the Illinois Commerce Commission (ICC); conducts research projects, prepares reports and economic based studies; assists the Chairman in drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; confers and advises the Chairman on controversial problems of statutory interpretation and compliance; assists in the preparation of case summaries, questions, alternative orders, reviews and critiques orders, testimony, staff reports and/or filings and otherwise provides policy analysis to assist the Chairman; researches and drafts letters, memoranda, speeches, articles and legislation as requested by the Chairman; acts as a liaison between the Chairman and Commissioners, ICC staff, governmental agencies, and industry parties; monitors trade and academic literature in order to keep abreast of issues and trends in utility regulation; establishes and maintains a regulatory policy research agenda for the Chairman, as required or directed; and serves as representative of Chairman and/or the Commission at meetings, as required.

**Minimum Requirements:** The successful candidate will be a law school graduate with academic school. Standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

**Work Hours & Location/Agency Contact:** 8:30 a.m. to 5:30 pm, Monday through Friday  
160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett / HR Analyst

Illinois Commerce Commission, 527 E. Capitol Ave., Springfield, IL 62701

217-557-4206 [cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

**How to Apply:** Submit a cover letter, resume, and CMS-100 by April 15, 2015 to:  
Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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**Job Title: Hearing & Speech Specialist - Opt B**

Agency: Human Services

Closing Date/Time: Fri. 04/03/15 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 10-72-89262

Description of Duties/Essential Functions Benefits Supplemental Questions  
Ludeman Center is a 24 hour/7 day a week residential facility, located on a 60 acre campus with 42 residential homes housing approximately 406 people with developmental disabilities. The hearing and Speech Specialist provides Speech and Language services to people who reside at Ludeman Center. They participates as member of interdisciplinary team; conduct assessments of communication disorders and writes reports; utilizes sign language for individuals requiring such mode of communication; conducts staff training classes to teach employees basic sign language.

Minimum Requirements: Requires a Master's Degree from an approved school of Hearing and Speech/Language pathology and an Illinois license in speech/language pathology. Requires ability to use sign language at a colloquial skill level.

Work Hours & Location/Agency Contact: Hours of work: 8:30am ? 5:00pm, 2 early days (6:00am ? 2:30pm) each month, 2 late days (12:30pm ? 9:00pm) each month. Will also work 1 Saturday or Sunday per month.

Work Location: Elisabeth Ludeman Center

114 North Orchard Drive, Park Forest, IL 60466

Contact Person: Alice M. Chambers

Human Resources Representative

114 N. Orchard Drive, Park Forest, IL 60466 708-283-3015

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option B - Speech/Language Pathology**

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please feel free to forward job leads to others



**Police Records Specialist (Part-Time)**

St. Charles, Illinois

City of St. Charles, 2 E. Main Street, St. Charles, IL 60174

Phone: 630-377-4415

E-mail: [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov) Website: [www.stcharlesil.gov/jobs](http://www.stcharlesil.gov/jobs)

Starting Salary: \$18.84/hour

Population: 34,000

Application Deadline: 4/10/15

The hours for this position are 7:00 PM to 12:00 AM Monday through Friday and approximately eight Saturdays per year, 8 AM – 4 PM. Applicants will work alone on Saturdays and have the flexibility to cover other shifts when necessary to fill in for staffing shortfalls and vacations.

**Requirements:**

Applicants must possess a high school diploma or equivalent and have a minimum of one year data entry/database support experience.

Previous experience in a law enforcement environment preferred, but not required.

Professional telephone etiquette and strong customer service skills are required.

Applicants must have excellent communication skills to interact with all levels of the organization and with the public and the ability to maintain confidentiality.

Must possess the ability to answer a switchboard and respond to customer needs appropriately, utilize various computer systems to input data, make database inquiries, and accept various cash payments and issue receipts.

Salary: Starting pay for this position is \$18.84/hour.

**Application Instructions:**

Please apply on line at: [www.stcharlesil.gov](http://www.stcharlesil.gov) by Friday, April 10, 2015

Thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application.

Any additional documents can be sent to: [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov)

If you are unable to apply online, or for other assistance, please contact: 630-377-4415

The City of St. Charles is an Equal Opportunity Employer.



### **Job Title Wait Staff**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

#### **YOU WILL BE GREAT AT D&B IF:**

You love working in a high-volume fast paced dining restaurant serving fabulous food & refreshing drinks in hip and cool surroundings!  
Providing great service with fun teammates gets you charged!  
You guide our guests through our F&B menu to tantalize their taste buds and satisfy their hunger!  
You have a flair for upselling and suggesting the perfect pairings for menu items .  
You exude a positive attitude and contagious energy throughout an entire shift!

#### **DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - look like big money to make big money!  
Come in, clock in and join the fun!

Support your team and connect with the guests!  
We work hard and we play hard, so when you need it - take a break!  
Get back on the floor, you are missing the party!  
The night's over - cash out, clock out and call it a day!

#### **SCHEDULE**

Prime time is money time - Nights and weekends are the name of the game!  
Social Butterfly? Enjoy schedule flexibility.

#### **LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

#### **Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553180&oq=dave+and+busters&item=9&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Job Title Bartender**

Company Dave & Buster's  
Job Type Full-time, Part-time  
Hours Not Specified  
Location 1030 N Clark St  
Chicago, IL 60610

**YOU WILL BE GREAT AT D&B IF:**

You love working in a fast-paced, multi-faceted bar scene.  
You have never met a thirst you can't quench!  
You create a friendly and hip atmosphere for our Guests to enjoy their favorite beverage.  
You know the what's hot now drinks and love introducing them to Guests!  
You stock and maintain a bar that is clean, cool and inviting!

**DAY IN THE LIFE...**

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Look like big money to make big money!  
Come in, clock in and join the fun!  
We work hard and we play hard, so when you need it - take a break.

Flair time- Let your personality shine, It may be three deep at the bar, but who says fast service can't be fabulous!  
Whip up cocktails and connect with the guests!  
The night's over - Cash out, clock out and call it a day!

**SCHEDULE**

Prime time is money time - Nights and weekends are the name of the game!  
Social Butterfly? Enjoy schedule flexibility.

**LEGAL MAKES US SAY**

You can read the Full Job Description by clicking on this link!

**Additional Info**

Minimum Age  
18+ years old

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=21553173&oq=dave+and+busters&item=14&searchid=d80936f0-75b9-fa4c-2c38-2f8c178b990a&src=title>

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**Job Title: Office Associate - Opt 2 UNIT 5**

Agency: Human Services

Closing Date/Time: Tue. 03/31/15 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-15-0010

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs all clerical duties as assigned by the Unit Administrator, gathers reports and materials sensitive in nature, types complex correspondence, completes all filing, completes timesheets, composes and prepares memorandums and letters, and assists with all clerical duties required. May be assigned other duties that are within the scope of the duties of this position and as needed by the Administrator and facility.

Minimum Requirements: Requires ability to type 45 wpm and be knowledgeable in computers and various software programs. Requires knowledge, skill, mental development equivalent to completion of high school and 2 years related office experience. Requires knowledge and understanding of facility policies and procedures; extensive knowledge of grammar, spelling, and punctuation; and ability to operate office equipment and perform routine maintenance.

Typing test given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565. Typing test results must be submitted with your application.

**Work Hours & Location/Agency Contact:**

Hours of work: Monday - Friday 8:00am - 4:00pm

Contact: Dawn English, Human Resources

Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085

FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) with copy of your typing test to Kiley Center (fax above) and CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application with copy of your typing test to Kiley Center and CMS (as mentioned above) to obtain a qualifying grade. Bids MUST be received by COB on 3/31/15.

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:  
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Company Kohl's  
Job Title Sales Associate  
Job Type Part-time  
Hours Not Specified  
Pay Type Hourly  
Wages To be discussed  
Location 2140 N. Elston Ave.  
Chicago, IL 60614

Kohl's is currently hiring Sales Associates!  
Misses, Juniors, Men's  
Home, Kids  
Jewelry  
Shoes  
Intimates, Accessories

#### Job Requirements

Prior experience in sales, customer service or other work environment working with the public. Ability to lift up to 50 pounds on an occasional to frequent basis  
Ability to spend up to 100% of work time standing or moving about the departments within the store. Physical activities include bending, stooping, lifting, climbing, carrying, walking and/or reaching on a frequent basis. Effective verbal and written communication skills . Basic math and reading skills, legible handwriting, and attention to detail. Ability to work as part of a team and interact effectively with others

Driving - Valid Driver's License  
Minimum Age: 17+ years old

Plus, we offer an Employee Stock Ownership Plan (ESOP). Every year, the company buys shares of Kohl's stock and contributes them to a trust. That stock is then divided among our eligible Associates, making you — in essence — part owner of Kohl's Department Stores.

As a store Associate, you'll also become eligible for our Associate of the Month program which recognizes one outstanding Associate in every store each month. You'll also become part of the Kohl's store camaraderie: our store Associates usually plan at least one fun activity every month.

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13936917&oq=kohls&item=1&searchid=2b632f60-68fa-594d-24bb-8dc1c625e51a&src=title>

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**Job Title: Freight Associate**

Company: Kohl's

Job Type: Part-time

Hours Not Specified

Pay Type: Hourly

Wages To be discussed

Location: 2140 N. Elston Ave.

Chicago, IL 60614

At Kohl's, we encourage our Associates to take control of their own success. Working at Kohl's requires energy, commitment and a competitive spirit. Here, you'll work in a fast-paced environment filled with challenges and opportunities. You will be able to try new things, set goals and build a career that fits your expectations — and have some fun along the way! Kohl's is currently hiring Freight Associates!

**Job Requirements**

Prior experience in merchandise receiving, handling and stocking in other retail or warehouse/distribution environments

Ability to lift up to 50 pounds on an occasional to frequent basis

Ability to spend up to 100% of work time moving about the receiving area, stock areas, and sales floor. Physical activities include using hand tools, bending, stooping, climbing, and reaching. Effective verbal and written communication skills

Basic math and reading skills, legible handwriting, and attention to detail

Ability to work as part of a team and interact effectively with others

**Additional Info:**

Driving - Valid Driver's License

Minimum Age-17+ years old

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