



## **Security Services Ambassador - Chicago Cubs (Chicago, IL)**

The Security Services Ambassador plays a vital role in delivering “best-in-class fan experiences to guests of Wrigley Field. The ideal candidate will be consistent, energetic, engaging, passionate, personable, proactive, and welcoming.

Through the lens of service, this position will be focused on safety, policy and upholding the Cubs Code of Conduct while creating “Marquee Moments” for our loyal fans. Success will be measured via Supervisor evaluations, peer and guest feedback, and secret shops.

Reports to: Assistant Director, Event Operations and Security

### **Required Qualifications:**

- Demonstrated ability to disseminate and communicate unique personal interactions
- Demonstrated verbal and communication skills
- Ability to work a minimum of 40 events per season
- Demonstrated ability to address and resolve conflict including but not limited to verbal and physical tactics.
- Able to perform the following physical tasks: bend, squat, kneel, climb flights of stairs, walk on uneven ground, walk/run up and down ramps, walk and stand for extended periods of time, assist guests up and down stairs, wipe down seats in sections daily, distribute promotional items, scan tickets and give appropriate directions.
- High School diploma or GED
- 18 years or older by Opening Day

### **Preferred Qualifications:**

- A passion for Wrigley Field and its unique history
- Demonstrated positive attitude and initiative
- Demonstrated ability to thrive in a team setting
- Ability to work under stress
- Responds well to coaching and feedback
- Prior Experience in a Security or Guest Services Function
- State issued PERC card or other formal Security Training

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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**Safety and Security Officer Part-Time Associate - Chicago Cubs (Chicago, IL)**

REPORTS TO: Supervisor, Safety and Security and Director, Safety and Security

**REQUIRED QUALIFICATIONS:**

Excellent organizational abilities to handle multiple tasks, establish priorities, deliver effective results and consistently meet tight deadlines and targets.

Understands the need for information integrity and pays attention to maintaining accurate and timely information.

An effective communicator orally and written, with demonstrated interpersonal skills. Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel, Power Point, and Internet.

Demonstrated ability to address and resolve conflict including but not limited to verbal and physical tactics.

Ability to operate under pressure, tolerate stress and handle re-prioritizations.

Must be able to work flexible hours including evenings, weekends and holidays as needed

Demonstrated ability to work and collaborate in a team environment.

Strong attention to detail including time management and organizational skills.

Strong work ethic and a desire to build a career in the safety and security industry.

Able to perform the following physical tasks: bend, squat, kneel, twist, climb flights of stairs, walk on uneven ground, walk/run up and down ramps, walk and stand for extended periods of time, assist patrons up and down stairs, wipe down seats in sections daily, and give appropriate directions.

Must be able to lift up to 25 lbs. on a regular and continuing basis and lift up to 50lbs on an occasional basis

High school diploma, and two year related experience and/or training.

Must be at least twenty-one (21) years of age.

**PREFERRED QUALIFICATIONS:**

A passion for The Cubs and its unique history

A positive attitude

Demonstrated ability to thrive in a team setting

Responds well to coaching and feedback

Associates degree (A.A.) or equivalent from two-year College or technical school;

Military, Law Enforcement, and/or Security Experience.

Guest Service Experience

Knowledge of MLB Security policies and procedures.

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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**Foreman**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle. Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

**Qualifications:**

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred.

This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=476](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476)

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**Payroll Administrator**

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees.

Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

**Qualifications:**

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=707](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707)

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**Job Title: Administrative Assistant I - Opt E1**

Agency: Public Health

Closing Date/Time: Thu. 06/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDPH 90316

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to a minimum of two years of college, and two years of related office experience. Requires extensive knowledge of the logic of computer programs, language and applications including thorough knowledge of Microsoft software applications. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow and give oral and written instructions. Requires the ability and demeanor to represent the unit when dealing with the public. Requires ability to travel statewide

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

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulation

Division of Health Care Facilities & Programs

122 S. Michigan Ave., Chicago, IL 62761

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl, Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**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 E1 - Dept Public Health

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**Job Title: Building/Grounds Laborer**

Agency: Central Management Services  
Closing Date/Time: Wed. 06/10/15 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC042  
Bid ID#: CMS 10600

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago & Northern Region — Client Agencies. Travels to various facilities within Chicago & Northern region on an as-needed basis.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Central Management Services  
BOPM/Facilities Management/Chicago & Northern Region – Client Agencies  
Various DHS Leased Sites in Chicago Region  
Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 217-782-9925 Fax

**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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**Job Title: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Thu. 06/04/15 12:00 AM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 15-041

**REQUIREMENTS:** Requires knowledge, skills and mental development equivalent to the completion of high school plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Ability to follow oral and/or written instructions including blue prints and other diagrams. Requires ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires possession of an appropriate valid driver's license pertaining in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

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

**WORK HOURS:** Monday-Friday, 8:00am-430pm

**LOCATION:** North Riverside Maintenance Center, 8660 N. Cermak Rd., N. Riverside

**AGENCY CONTACT** Janice Estes, 217-761-3786

**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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**Job Title: Employment Security Field Office Supervisor**

Agency: Employment Security

Closing Date/Time: Thu. 06/11/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11581

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs.

Work Hours & Location/Agency Contact: WORK LOCATION: Carpentersville

Work Hours: 8:30 - 5:00, M - F

**WHERE TO APPLY:**

IDES Recruitment & Selection, 607 E. Adams St. - 9th Floor, Springfield, IL 62701

Fax: 217-524-3472

**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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**Job Title: Employment Security Service Representative**

Agency: Employment Security

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: RCRA 11587

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet.

Work Hours & Location/Agency Contact: WORK LOCATION: Carpentersville

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES Recruitment & Selection, 607 E. Adams St. - 9th Floor , Springfield, IL 62701

Fax: 217-524-3472

**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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**Job Title: Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Sat. 06/06/15 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 12

Plan/BU: RC009 Bid ID#: 10-75-89727

Minimum Requirements: Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgment in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Work Hours & Location/Agency Contact: Job #1 through Job #3

Detail Pool 6:30 am - 3:00 pm Rotating Days Off

Job#4 through Job#12 - Detail Pool 2:45 pm - 11:15 pm Rotating Days Off

Note: Work location and shift assignments will be made based on operational needs and are subject to change. Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 phone: 815-939-8221 (fax: 815-939-8560).

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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**Job Title: Public Service Administrator - Opt 1**

Agency: Department of Labor

Closing Date/Time: Fri. 06/12/15 11:59 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 15 DOL 37015 90876

Description of Duties/Essential Functions Benefits Supplemental Questions  
Responsible for managing the Chicago operations of the Safety Enforcement Division. Plans, directs, monitors and evaluates the operations of the Enforcement Staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of administrative experience. Requires ability to control, manage and organize a supportive agency program. Requires extensive knowledge of the Federal Occupational Safety and Health Act (OSHA) laws and regulations and applicable State rules and regulations. Requires ability to develop and provide training to employers and employees and effectively supervise a staff of subordinates. Requires extensive knowledge of basic industrial hygiene engineering concepts and common industrial occupational diseases, health hazards and toxic sources.

Work Hours & Location/Agency Contact: 8:30 - 5:00

160 N. LaSalle Street, C-1300, Chicago, IL 60601

Contact: Illinois Department of Labor Attention: Ann Pufundt

900 South Spring Street, Springfield, IL 62704

**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 1 - Gen Adm/Bus-Mkt-Lbr-Per**

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**Job Title: Senior Public Service Administrator - Opt 7**

Agency: Gaming Board

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$7,323.00 - \$11,361.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IGB 10688

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in law enforcement, criminal justice, pre-law, business administration or related field; requires one year supervisory experience in a law enforcement unit, preferably with the Illinois Gaming Board; requires graduation from a state accredited police academy and five years of criminal and regulatory peace officer experience with the Illinois Gaming Board. Requires extensive knowledge of the Riverboat Gambling Act, Video Gaming Act, Illinois Gaming Board Administrative Rules and internal control systems. Requires extensive knowledge of laws of arrest, search and seizure, service of legal process, rights of citizens, court procedures and rules of evidence. Requires working knowledge of supervisory techniques and practices. Requires a valid Illinois driver's license; requires successful completion of a firearms qualification course annually as a condition of employment. Requires the ability and willingness to travel and/or perform shift work, including weekends and holidays. Requires physical strength and agility to perform duties enumerated above.

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

Work Hours: 8:30 A.M. – 5:00 P.M. (Monday - Friday)

Work Location: Illinois Gaming Board

Enforcement/Video Gaming-Des Plaines

9511 W. Harrison, Lower Level, Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-558-0962 217-782-9925 Fax

**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 7 - Law Enforcement/Corr

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**Job Title: Unemployment Insurance Revenue Analyst II**

Agency: Employment Security

Closing Date/Time: Thu. 06/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: RCRA 11579

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, consults with and advises Local Office staff, employers and their representatives regarding the subject of benefit charging and processing protests related to benefit charging; determines if the employer protest complies with the UI Act and Rules; issues Director's Orders; determines employer's liability; adjusts protested charges.

Minimum Requirements: Requires knowledge, skills and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions; databases and hardcopy information sources used within the agency. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, other orally and in writing; to gain and maintain effective working relationships with agency employees, employers and the public; to lead other analysts engaged in contributions determinations and adjustments. Requires ability to use a personal computer with related software programs.

Work Hours & Location/Agency Contact: WORK LOCATION: Aurora

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES Recruitment & Selection, 607 E. Adams St. - 9th Floor, Springfield, IL 62701

Fax: 217-524-3472

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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**Job Title: Arson Investigator I**

Agency: State Fire Marshal

Closing Date/Time: Tue. 06/09/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 50-50-SFM15-003

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

Under general direction of the Division Director of Arson, investigates fire scenes to determine cause and origin of fire for the purpose of bringing criminal charges against individual(s) who would be responsible for such crime; makes arrest of suspected arsonist; provides documentation for prosecutable action; upon request, provides advice and direct assistance to local, other state and federal law enforcement agencies; work within the judicial system and assist local fire departments.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of college, with coursework in fire science, chemistry, law and/or criminology. Requires successful completion of training as an Arson Investigator Trainee or requires two years of professional law enforcement investigative experience and/or professional fire investigative experience, and requires evidence of successful completion of an approved course of arson investigation and an approved enforcement course for arson investigators which includes firearms training.

**PLEASE NOTE:** A physical agility test is required and the candidate must reside in Peoria County within 90 days of hire.

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

**WORK HOURS:** 8:30am to 5:00pm, Monday through Friday

**WORK LOCATION:** Office of the Illinois State Fire Marshal, Peoria County Field Office

**AGENCY CONTACT:** Lloyd Peterson / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794 PHONE: 217-557-6015

**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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773.378.5902 fax 773.378.5903

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## Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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## Cook

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### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Custodian**

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### **Description:**

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. Minimum of 2 years of hospital custodial experience is required. Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

### EOE

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### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Patient Care Technician**

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### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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