



Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-91415

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as Office Manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
West Suburban FCRC, 2701 W Lake Street, Melrose Park, IL 60160
Please submit CMS 100

(revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option H7 - Dept Human Services

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Job Title: Human Resources Associate - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 4:59 PM Central Time

Salary: \$3,314.00 - \$4,274.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10/79-91265

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Human Resources Director, performs specialized human resource activities in the Human Resource Office of Chicago Read Mental Health Center; processes personnel transactions, interprets Personnel Rules, Pay Plan and contract agreements; administers the Group Insurance Program and Worker's Compensation Program.

Minimum Requirements: Requires knowledge skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Monday-Friday 8am-4pm

CONTACT INFORMATION: Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-92-91412

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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

DuPage County, 146 W Roosevelt Rd, Villa Park, IL 60181

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0013

Description of Duties/Essential Functions Benefits Supplemental Questions

This position performs agency-wide technical and complex office support work; inputs a variety of complex legal documents into the Commission's computer system including claims, appearances, motions, court orders, motions and trial call sheets; translates and enters the terms of approved settlement contracts, including medical terminology; supports the work of arbitrators and commissioners.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience. Requires skill in keyboarding. Requires extensive knowledge of office practices, procedures and programs. Requires working knowledge of the logic of computer programs. Requires the ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: Monday - Friday, 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor, Chicago, IL 60601

Send applications to: Illinois Workers' Compensation Commission

HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Office Associate - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0014

Description of Duties/Essential Functions Benefits Supplemental Questions

Under administrative direction of the Commissioners, candidate prepares case files for oral arguments. Duties include photocopying and collating case files for dissemination to the Commission panels and their staff attorneys. Provides clerical office support to the unit supervisor and professional staff. Prepares and photocopies Commission documents as needed.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor, Chicago, IL

How to Apply:

Send applications to:

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor, Chicago, IL 60601

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Immediate Need For Lit/Subpoena Paralegal In The Loop Job Description

Ref ID: 01300-9759498

Classification: Paralegal

Compensation: DOE

We have an immediate opportunity with one of our corporate clients for a litigation paralegal. The litigation paralegal will be spiriting the in-house legal department with various processes, including lawsuit intake, subpoena responses, etc. This position is focused more on processes than actual litigation involving trial prep, drafting pleadings, and so forth. The ideal litigation paralegal will have 4+ years of experience either with a firm or in-house. The litigation paralegal should have a bachelor's degree and/or paralegal certificate from an ABA approved program.. This is a great opportunity to work in-house for a corporation in a collegial environment. Interested litigation paralegals should submit their resume to [[Click Here to Email Your Resumé](#)]

Chicago Paralegal Job

Immediate Need For Lit/Subpoena Paralegal In The Loop Job Requirements

4+ years of litigation experience Experience with lawsuit intake, subpoena responses

Bachelor's Degree and/or paralegal certificate

Located in major North American and global markets, Robert Half Legal is the premier provider of legal staffing and consulting professionals on a full-time, project, and temporary basis, serving both law firms and corporate legal departments. We also provide project and e-discovery teams and workspace for a wide range of initiatives, including litigation support, M&A and document review matters. Our dedicated teams' industry experience allows us to quickly match skilled legal professionals with the best available jobs. We offer challenging opportunities, competitive compensation and benefits, and skills-enhancement training.

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Position: General Laborer, Warehouse

Company: Reyes Beverage Group

Job Location Address: 1401 N. Cicero Ave. Chicago, IL 60651, Reyes Beverage -

Date posted: June 17, 2015

Job category: Warehouse

Department: Warehouse

Req #: 315694

Status: Temporary / Seasonal

Shift: First / Day Second / Afternoon Third / Night

Great Lakes Coca-Cola Distribution, L.L.C. is a wholly-owned subsidiary of Reyes Holdings, L.L.C.

Great Lakes Coca-Cola is responsible for the sales and distribution of Coca-Cola brands to the market area.

Together with Coca-Cola, we are proud distribution partners for the world's largest beverage company, refreshing consumers with more than 500 sparkling and still brands.

Position Summary:

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

Position Responsibilities may include, but not limited to:

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks

Build orders according to assigned load tickets using industrial power equipment

Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation

Apply online at https://secure.jobappnetwork.com/apply/c_glc/l_en/General-Laborer-Warehouse-job-Chicago-IL-US-315694.html?src=indeed&dt=0615

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Markdown Associate

Location: Chicago, IL
Requisition ID: 861-918667
Posting Date: 6/15/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
Ensure merchandise pricing is complete and accurate
Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise. Communicate customer requests to management. Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-5056491>

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Receiving Associate

Location: Chicago, IL
Requisition ID: 861-918666
Posting Date: 6/15/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION: As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER: Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas. Ensure the truck is unloaded. Key receive Direct Shipments. Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler
Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few. Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-5056485>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-917763
Posting Date: 6/11/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers. Communicate customer requests to management. Enter all media from register into the tally program. Maintain orderly appearance of register area and supplies stocked. Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-5054392>

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Job Title: Food Service House Attendant - Temporary

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-1188

Temporary position, not eligible for benefits

Position Highlights:

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment.

Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas. Clears and resets tables during meal service.

Sets up, takes down, and moves tables, chairs, equipment, and supplies.

Complies with all regulatory agency standards and all departmental policies and procedures.

Position Qualifications Include:

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150618111442&

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College Clerical Assistant II (Advising & Transfer) - WIL0000476

College Clerical Assistant II (Advising & Transfer Department)

4300 N. Narragansett Avenue, Chicago IL 60634

Overview of the position:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

Assists in reviewing attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Adheres to CCC Customer Service Excellence standards. Performs related duties as required.

Qualifications : Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 16, 2015, 8:15:09 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant I - PT - DAL0000587

Primary Objective:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.

Knowledge of word processing software; and knowledge of basic office procedures.

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in City Colleges!

Job: Office/Administrative Support

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jun 16, 2015, 10:38:18 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Coordinator II - DAL0000588

Duties and Responsibilities

The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC. Recommends the hire of staff within the department or a specific area. Supervises, trains, and manages their day-to-day activities in support of the program mission. Monitors daily operational tasks in the department to ensure that the office runs effectively. Collects and records weekly reports. Assists in the registration of students during registration and as needed. May schedule and assign tutors in support of an academic program. May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner. Assists instructors and staff in solving problems. Develops and distributes publicity materials and keeps faculty and students abreast of department activities. Monitors internal budgets and expenditures for the department. Prepares reports for the Department Head approval. Serves as liaison between the College, operating staff and students. Administer Personal and Professional Development Program (PPD) academic workflow including: development of schedule, instructor assignment, and creation of instructor contract for approval. Administer PPD enrollment workflow including: student admissions and registration, and interface with district Workforce Development, Operational Excellence Center. Performs and oversees administrative duties in the Office of Academic Affairs. Assists with student complaints, problem solving, resolutions and record keeping.

Qualifications: Bachelor's degree, Master's preferred, in Counseling, Guidance, Psychology or related social science/business fields. Five years of experience in a Human case management and/or job coaching, and supervisory management expertise. Ability to use computers, collect and disseminate data and assessment of employer and employee needs and evaluation of basic competencies. Excellent written and verbal communication skills. Ability to work well as a team player. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support
Primary Location: Daley College
Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Jun 15, 2015, 12:35:08 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Mon. 06/29/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1548008-487173

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

Work hours/days: 8:30 am-5:00pm/ Monday to Friday

Location:

1701 S. First Ave

Maywood, Ill 60153

Supervisor: Leggin,K

Tracey Hardrick, Personnel Liaison

Bureau of Operations - Cook

1911 S. Indiana, 10th Floor

Chicago, Illinois 60616

Phone: 312-328-2509

Fax:312-328-2510

Email: Tracey.Hardrick@illinois.gov

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Thu. 06/25/15 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-90856

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Calumet Park FCRC, 831 W. 119th St. , Chicago, IL 60643

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Service Administrator - Opt 2

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IWCC-50-15-0011

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs complex budget and finance work for agency funds; drafts annual budget statements and reports; reconciles expenditures to annual budget appropriations; analyzes complex budget statements and reporting; implements new procedures, programs and systems; reviews and recommends changes in the complex budget and finance systems; plans, assigns, supervises and reviews the activities of subordinate staff assigned to the budget production process.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in accounting, business, IT or public administration. Requires prior experience equivalent to three years of progressively responsible financial experience in public or private organizations. Requires experience with budget principles and practice. Requires proficiency with Microsoft Office products including: Access, Excel, PowerPoint, Word, Outlook and Visio). Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires abilities to estimate and budget for future needs and cost of personnel, equipment, supplies and services. Desires a Master's degree in Accounting, Business Administration, IT or Public Policy. Desires experience with Enterprise Resource Planning (ERP) integration projects and software. Desires experience with State government appropriation process.

Work Hours & Location/Agency Contact: Monday - Friday: 8:30 AM - 5:00 PM
Illinois Workers' Compensation Commission, 100 W. Randolph St., 8th Flr, Chicago, IL
Send applications to: Illinois Workers' Compensation Commission
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Senior Public Service Administrator - Opt 7

Agency: Criminal Justice Information Authority

Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 40070-50-05-300-01-01

The Head of Grants serves as a liaison with criminal justice policy making officials at Federal, State and Local governments, formulates grant making procedures for the Authority and develops measures to drive performance-based outcomes. Along with other members of Authority management and the Board of the Authority, they will help develop the Authority's strategic plan to improve the criminal justice system. The Head of Grants will create the unit's operating budget and is responsible for compliance with Federal and State of Illinois guidelines for grant making, including recent Illinois legislation, the Grant Accountability and Transparency Act.

Minimum Requirements: An ideal candidate would possess several of the following attributes: 1. Relevant Masters Degree 2. Coursework in criminal justice, business, law, public policy, sociology and political science 3. Five years or more experience managing professional personnel 4. Grant making experience 5. Grant writing experience 6. Prior Federal, State or Local government experience 7. Strategic planning experience 8. Experience in budgeting, financial controls and compliance

Work Hours & Location/Agency Contact: Monday through Friday 8:30 a.m. to 5:00 p.m. 1 hour unpaid lunch

Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200, Chicago, Illinois 60606
Phone: 793-8550 Fax: 312-793-1030

How to Apply:

Interest should be expressed by email with Cover Letter and Resume to Luz Agosto, Director of Human Resources, Illinois Criminal Justice Information Authority, luz.agosto@illinois.gov

APPLICATION PROCESS CLOSING ON JULY 17, 2015.

Option 7 - Law Enforcement/Corr

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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