



**Job Title: Communications Equipment Technician I**

Agency: Corrections

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

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-04-15-1101

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years high school, supplemented by two years of technical school with coursework in electricity, electronics and communications systems; requires valid F.C.C. license or certification by an approved organization (Active Radiotelephone First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable; requires possession of an appropriate valid driver's license; requires working knowledge of the practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair; requires working knowledge of electronic test equipment operations and application in complex diagnostic and calibration procedures.

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

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: Stateville Correctional Center - NRC

16830 S. Broadway St., Joliet, IL 60434

Agency Contact: Michelle Tallman / Public Safety Shared Services

1301 Concordia Court, 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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**Job Title: Data Manager**

Agency: Illinois Sentencing Policy Advisory Council  
Closing Date/Time: Sun. 07/26/15 5:00 PM Central Time  
Salary: \$70,000.00 - \$90,000.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: SPAC95-15-0001

**Minimum Requirements:**

Requires knowledge, skill, mental development and or equivalent years of experience equal to completion of a master's degree from an accredited university with coursework in computer science, statistical analysis, and/or database management. Requires the equivalent of two years of experience or formal training in basic software and scripting languages, such as, but not limited to, Microsoft Office Suite, SQL, Oracle, Java, or Python. Requires competency with data research methodologies such as machine learning, algorithm development, data mining, complex and unclear datasets from diverse sources. Requires experience applying the principles and practices of data management in a public sector environment. Some experience with criminal justice data collection and analysis preferred. Ability to communicate complex, technical information to lay audiences is preferred.

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

Work Hours: 9:00am - 5:00pm Monday - Friday

Work Location: IL Sentencing Policy Advisory Council  
300 W. Adams, Suite 200, Chicago, IL 60606

**Agency Contact: Michelle Tallman**

Public Safety Shared Services Center  
IDOC, 1301 Concordia Court, PO Box 19277, Springfield, IL 62794  
Phone: 217-557-6015

**How to Apply:**

Applicants interested in applying for this position must submit a bid form (if applicable) and a completed and signed NEW version of the CMS-100 Employment application to the agency contact at the address above. This is a NON-CODE title and no grade from CMS is required.

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**Job Title: Health Facilities Surveyor I - Opt 3**

Agency: Public Health

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 80401

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general direction of the Region's Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires ability to travel and possession of a valid Illinois Drivers License.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week  
Office of Health Care Regulations  
Division of Long Term Care Field Operations, 4212 W. St. Charles Rd., Bellwood, IL  
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 3 - Dietitian

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**Job Title: Human Services Casework Manager**

Agency: Human Services

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

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

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-91753

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Mid-South FCS, 1642 W. 59th Street, 2nd Floor, Chicago, IL 60636  
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](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: Information Systems Analyst II - Opt M**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 07/16/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: IS0775

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to four years of college with course work in computer science or directly related fields, supplemented by three years of professional technical support experience. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires ability to travel.

**SPECIALIZED SKILLS:** Of the three years of professional technical support experience, requires one year experience with SharePoint development software and related web technologies and tools including SharePoint, SharePoint Designer, HTML, Cascading Style Sheets (CSS), XML, JavaScript, JQuery, SQL, MS Office, IE Developer Tools, Web Accessibility standards, and IBM Websphere or Microsoft Visual Studio web application development.

Work Hours & Location/Agency Contact: Work Hours: 8:00 a.m. - 4:30 p.m.

Location: Bureau of Technical Operations

SharePoint Services, 401 South Clinton, Chicago, IL (Cook County)

Agency Contact: Kim Gillespie

Division of Information Services, 2200 Churchill Road, C3, Springfield, IL 62702

Work Telephone Number (217) 785-4916

Fax Number (217) 785-2335

**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 M - Multi/Other Services**

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**Job Title: Maintenance Equipment Operator**

Agency: Human Services

Closing Date/Time: Fri. 07/10/15 4:00 PM Central Time

Salary: \$2,660.23 - \$2,660.23 biweekly

\$5,786.00 - \$5,786.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-82/91970

Minimum Requirements: Education and Experience Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year's experience in performing a variety of semiskilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Knowledge, Skills and Abilities Requires working knowledge of automotive and related machinery and equipment and one or more of the mechanical or building trades. Requires ability to make routine reports. Requires ability to use tools and perform semiskilled manual work. Requires ability to follow oral or written instructions. Requires skill in the operation of maintenance or other automotive equipment. Requires an appropriate valid commercial driver's license - class B. Some positions which operate combination vehicles may require a higher class.

Work Hours & Location/Agency Contact: Epar #91970 Days 8am-4pm  
Wanda McNeal/Human Resources  
Madden Mental Health Center, 1200 S. First Ave , Hines, IL. 60141  
Fax# 708-338-7078

**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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**Body Person**

Location: Melrose Park  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision.

The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=549](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=549)

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### **CNG Training Technician**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, prepares, provides and oversees technical training to Pace Maintenance employees.

Develops and presents classroom and service floor training and to oversee all activities of productivity and vehicle maintenance including both diesel and Compressed Natural Gas(CNG) propulsions systems, as well as, CNG Facilities Maintenance and Operations. Works in conjunction with outside agencies to enhance Pace's training program.

Administer Apprenticeship Programs and evaluate training programs in conjunction with maintenance supervisors, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records and monitoring and evaluating trainees.

Other duties include representing the Maintenance Department, observing and analyzing work practices, encouraging positive changes, resolving bus maintenance problems and vehicle operations issues, and coordinating with staff and other departments.

#### Qualifications:

A minimum of five (5) years verifiable work experience in teaching the diagnosis, maintenance and/or repair of transit vehicles, diesel engines, Compressed Natural Gas (CNG) engines or related equipment. Must possess or able to possess a valid and current, state of residence issued, non-exempt, CDL license, with a Passenger(P) and air brake endorsements and a "B" classification. EPA Environmental Protection Agency (EPA) 608 Certification, Forklift (OSHA) and other certifications as required.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=712](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=712)

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## **Resident Care Representative**

Contact Center - Resident Care | Chicago, IL, United States

Are you the type of person to quickly analyze a problem and give a rapid response? Do you enjoy being able to help others? Want to be apart a growing company located in the Downtown Chicagoland area, where you're allowed to be comfortable and wear jeans each day? We are currently seeking individuals who able to handle multiple calls on a daily bases to assist with our Tenants in our Residential Care Department.

Duties of a Resident Care:

Interact frequently with field employees to resolve resident issues

Efficiently and accurately navigate the company's online Customer Relationship Management system

Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians

Assess situations and deescalate the issue.

Conduct outbound survey calls to gauge resident satisfaction with Work Order completions

Eviction Calls

Billing Inquires

Requirements:

Some college

2 years of call center experience

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$15

One week of Temp full-time schedule during training, with chance for full-time employment afterwards

Apply online at

<https://hire.jobvite.com/CompanyJobs/Careers.aspx?k=Job&su=fLQ9Vfwp&c=qxT9Vfwe&j=o07m1fwe&s=Indeed>

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## **Assistant Property Manager**

BJB Properties - Chicago, IL

Property Management Company has openings for Assistant Property Managers in both the Lincoln Park and Gold Coast areas. The Assistant Property Manager works with the Property Manager in general administration of the property and performs all related management functions. This position will become full cross trained on the Property Manager's duties and act in the capacity in the Property Manager's absence.

### Responsibilities include:

- Assist residents with problems and requests;
- Contacts residents with expiring leases to discuss renewals and encourage the renewal of the lease;
- Preparation of move in packets and paperwork;
- Inspect "rent readies" weekly to maintain "readiness";
- Takes resident calls for service or other needs and forwards to the appropriate person;
- Writes work orders for service and follows up with maintenance;
- Promotes good resident relations through courteous and timely response to resident needs and concerns; Review, coordinate, assist and oversee completion of all rental paperwork to ensure accuracy and timely reporting to accounting company;
- Maintains tenant lease files;
- Assists in move in and move out with residents and future tenants;
- Answers outside phone calls and greets visitors;
- Shows apartments as needed and the overall building to prospective residents;
- Performs other miscellaneous duties as assigned by Company and/or the Property Manager. Must be willing to work a varied schedule that may include some weekends

### Preferred Qualifications:

College degree preferred; Excellent ability to communicate with others – both orally and in writing; 2 years previous property management experience preferred; Previous leasing experience required; Computer experience required (Microsoft Office) including working with property management software systems (Yardi experience a plus); Ability to work in a fast paced environment; Ability to work weekends and overtime as required; Highly organized and time management skills needed. If interested, submit resume outlining salary requirements to: (Resumes without salary requirements will not be considered).

### Required experience:

Property Management, Leasing : 2 years

Apply online at <http://www.indeed.com/cmp/PR-Accounting-LLC/jobs/Assistant-Property-Manager-4222b48f39c9219c>

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## **Dispatcher**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request. Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=168](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=168)

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## **Property Manager**

33 Realty - Chicago, IL

33 ([www.33realty.com](http://www.33realty.com)) is seeking a full time property manager for our Lincoln Park office. We are in search of an experienced, hardworking, highly motivated individual who is serious about a career in real estate. This is a great opportunity to join a rapidly growing firm of professionals who are dedicated to their success in the field of real estate. We are a tight knit team with low turnover and great culture looking for a colleague who is interested in experiencing the excitement that accompanies a growing, entrepreneurial company. Competitive salary and benefits package including health and 401k.

The primary functions of this role include the following:

- \*Quality control and the compilation of reporting packages
- \*Managing the maintenance staff including third party vendors
- \*Spearhead the communication with property owners regarding the daily operations and budgeting for the properties
- \*On site visits and inspections
- \*Tenant interactions including maintenance, rent collection, lease renewals and turnover

This position will entail a great deal of variety and we're seeking a dynamic professional who can be a self starter and complete the variety of tasks in an efficient manner. This manager will work alongside our Director of Property Management. We are seeking candidates who possess the following skill sets:

- \*Experience in property management required
- \*Proficient in Microsoft Office Suite
- \*Must have strong organizational, analytic, and time-management skills
- \*Ability to work independently with minimal oversight
- \*Willingness to periodically be on-call for night and weekend emergencies
- \*Professional in attitude and appearance
- \*College degree strongly preferred

Please respond with cover letter, resume and salary expectations.

Salary: \$0.00 /year

Required experience: Property Manager: 1 year

Required experience: Property Management: 1 year

Apply online at <http://www.indeed.com/cmp/33-Realty/jobs/Property-Manager-8672d045e44c6208>

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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## **Janitor A**

Chicago, IL (Elm Street Plaza)

### Job Description

We are currently seeking a Janitor A for Elm Street Plaza, a market rate community in Chicago, IL.

\*This position is Tuesday-Saturday (10AM - 6:30PM)\*

The primary responsibilities of the Janitor A involve the upkeep of the property in order to enhance and maintain its curb appeal. The Janitor A will also assist the rest of the staff, as directed.

### DUTIES AND RESPONSIBILITIES:

Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing etc. Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security.

Maintains awareness of proper safety precautions at all times.

Complete assigned work orders according to company guidelines.

Complete final work of all units turned over for leasing.

Performs electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc. Performs plumbing work, such as clearing stoppages, replacing fittings, etc. Replaces tile, carpet, screens, garbage disposals, fixtures, appliances, blinds, locks, etc. Paints interior and exterior.

Performs scheduled maintenance on all equipment based on the manufacturer's recommendations and operating manuals.

Has knowledge regarding water and gas cutoffs, all units and fixtures cutoffs and sewer cleanouts. Assists in unit move in and move out inspections.

Removes and transfers heavy appliances and equipment from storage area to apartment as necessary. Skills & Requirements

Full time maintenance experience required

Concern for work-safety programs.

Ability to participate in a standby emergency schedule for evening, weekend, and holiday coverage.

Successful completion of the SEIU Local 1 Two-Year Apprenticeship Program or ability to complete upon hire

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?jid=331647&cid=6648&source=Indeed.com#.VZvW7xtViko>

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## **Janitor C**

Chicago, IL (Pines of Edgewater)

### Job Description

We are currently seeking a Janitor C for The Pines of Edgewater located in Chicago, IL.

\*The shift is as follows: Monday-Friday; 8:00am-4:30pm with Rotating Saturday Shifts\*

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

### DUTIES AND RESPONSIBILITIES:

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks.

Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.

Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security.

Conduct building walk-downs daily and replace items as necessary.

Maintain curb appeal of the property at all time.

Trash-out vacant units as needed.

Strip and Wax assigned floors quarterly.

Monitor supplies and advise supervisor of items needed as necessary.

Participates in a standby emergency schedule for evening, weekend, and holiday coverage.

### Skills & Requirements

Excellent Customer Service skills.

Full time maintenance or janitorial experience, or experience in related field.

Knowledge of industry safety standards preferred.

Experience working in resident/hospitality communities preferred.

If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union.

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?jid=331645&cid=6648&source=Indeed.com#.VZvXVBtViko>

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

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: DeKalb County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1513048-131849

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical support services for licensing operations, including case file maintenance, typing, records processing, and other office support functions; exercises independent judgment and a command of legal, social, and medical terminology to review documents.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires extensive knowledge of office practices, procedures, and programs; requires knowledge of composition, grammar, spelling and punctuation.

Work Hours & Location/Agency Contact: Department of Children & Family Services  
Day Care Licensing, DeKalb Office, 760 Peace Road, DeKalb, IL 60115  
Supervisor: Vacant Work Hours: 8:30 AM -- 5:00 PM / Monday thru Friday  
Contact Person: Zackary Booher Email Address: [Zackary.Booher@illinois.gov](mailto:Zackary.Booher@illinois.gov)  
Mailing Address: 10 Collinsville Ave, Room 301, East St. Louis, IL 62201  
Office#: 618.583.2193 / Fax#: 618.583.2059

**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).

Additional Documentation for Office Associate:

**Option 2 – Typing**

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**Job Title: Office Associate - Opt SS2**

Agency: Children & Family Services

Closing Date/Time: Thu. 07/16/15 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#: 1548011-487313

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

Under direction, performs a variety of complex, specialized clerical support services for the regional office, including typing, providing phone coverage, and other office support functions; schedules and conducts the physical inventory of facilities; coordinates the movement of surplus equipment to CMS Property Control; translates and interprets, both orally and in writing, for Spanish speaking clients.

**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; requires ability to speak and write Spanish at a colloquial skill level.

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

Work Hours: Monday - Friday 8:30am - 5:00pm

Location: 1701 S 1st Ave. Maywood Il 60153

Agency Contact: 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](mailto:Tracey.Hardrick@illinois.gov)

**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 SS2 - Spanish Speaking/Typing**

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**Job Title: Office Coordinator - Opt 2**

Agency: Central Management Services

Closing Date/Time: Wed. 07/15/15 5:00 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#: CMS 10761

**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 extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 30 wpm. Requires ability to communicate via telephone and in person with tenants and the public. Requires ability to exercise independent judgment and initiative and establish and maintain effective working relationships. Requires basic knowledge in computer software programs such as word processing, spreadsheet, database and e-mail applications.

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

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern

James R. Thompson Center, 100 W. Randolph Street, 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).

**Option 2 – Typing**

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 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#: 10-91-91680

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: 8:30 am - 5:00 pm  
South Loop, 1112 S Wabash, Chicago, IL 60606

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

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

**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: Public Service Administrator - Opt 2**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-66-90491

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in fiscal and accounting. Requires three years progressively responsible accounting experience in a public or private organization. Requires extensive knowledge of accounting and audit theory, principles, methods and procedures and laws, rules and regulations relative to accounting. Requires the ability to estimate and budget for future needs and cost of personnel, space, equipment and services. Requires extensive knowledge of agency policies and procedures. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to communicate effectively both verbally and in writing. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Work Hours & Location/Agency Contact: Monday – Friday 8:30 am – 5:00 pm

Division of Developmental Disabilities

SODC Operations / Ludeman Developmental Center

114 N. Orchard, Park Forest 60466

DHS – Bureau of Employee Services Attn: Eric Mitchell

100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

Phone: 217-524-5545 Fax: 217-524-3385

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 2 - Fiscal Mgt/Acct-Insur---

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