



**Job Title: Business Manager**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$4,571.00 - \$6,878.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: IDOC29-82-15-0102

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Public Service Admin., Business Administrator; serves as a working supervisor; reviews property control accounting and inventory processes; gathers and provides data to assist Business Administrator with preparation of the facility budget; conducts special projects and studies related to the business office. Serves as Business Administrator in his/her absence.

05815-29-82-160-00-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or in a related field. Requires two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course by the agency. Requires extensive knowledge of the fundamental principles of modern business administration. Requires extensive knowledge of the functions of state government and the employee agency

**WORK HOURS & LOCATION/AGENCY CONTACT:**

WORK HOURS: 8:00 a.m. to 4:00 p.m. Monday through Friday, Days Off Saturday and Sunday, LOCATION/AGENCY: IDOC/Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 CONTACT: Jammie Kent, Human Resources Rep. Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email [Jammie.Kent@doc.illinois.gov](mailto:Jammie.Kent@doc.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).

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**Job Title: Executive II - Opt M1**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$5,092.00 - \$7,729.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-82-15-0364

Position # 13852-29-82-442-33-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business or public administration; requires two years responsible administrative experience in a public or business organization; extensive knowledge of the principles and practices of public and business administration; working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches and between the state and higher and lower levels of government; working knowledge of principles of government accounting, program budgeting, personnel, statistical and procurement.

Special Skills: Requires two years of administrative experience in an area related to records management and retention; requires knowledge of record office process and procedures; requires knowledge of applicable statutes, appellate mandates that effect calculation of awarded time of inmates. Requires extensive knowledge of the principles and practices of public and business administration.

WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday. LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL (815) 727-3607 extension 6693

Fax: (815) 727-0838 Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.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 M1 - Dept Corrections

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**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

**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

**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: Licensing Assistant**

Agency: Revenue  
Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time  
Salary: \$2,934.00 - \$3,987.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: DOR 10787

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, interviews visitors regarding complaints and liquor licensing requirements; answers basic questions regarding Illinois Liquor Control Commission (ILCC) rules and regulations which concern the Licensing Act; reviews, approves and issues Illinois Liquor licenses; reviews and approves brand registrations; assists with ILCC filing assignments; prepares reports on work performed.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires ability to explain and interpret simple statutory requirements, rules, regulations and procedures. Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public. Requires skill to operate a PC.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Revenue  
Illinois Liquor Control Commission/Licensing, 100 W Randolph, Chicago, IL  
Cook County

Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702  
217-558-0987 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: Office Associate - Opt 1**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0071A

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Business Administrator (PSA), performs complex clerical duties of a highly specialized nature dealing with job related injuries and workman's compensation claims requiring independent judgment and actions; contacts various agencies, vendors and health care providers to obtain information and validate claims.  
30015-29-82-180-05-02

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience; requires extensive knowledge of office practices, and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions.

WORK HOURS 7:00 a.m. to 3:00 p.m. Monday through Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: IDOC/STATEVILLE CORRECTIONAL CENTER P.O. BOX 112 JOLIET, IL 60434

CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email

[Jamille.Kent@doc.illinois.gov](mailto:Jamille.Kent@doc.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 1 – General**

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

Agency: Children & Family Services

Closing Date/Time: Thu. 08/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560030-602411

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions; using a computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

**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:** Hours: 8:00 AM - 4:30 PM Rotating A

Supervisor: Deborah Wilson-Gordon

Work Location: DCFS, 1911 S. Indiana, Chicago, IL. 60616

Agency Contact: April Coats

406 E. Monroe St., Station 30, Springfield, IL 62701

[April.Coats@illinois.gov](mailto:April.Coats@illinois.gov)

(217) 557-7430 (217) 785-0395—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: Paralegal Assistant**

Agency: Children & Family Services

Closing Date/Time: Fri. 08/21/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1503008-035825

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

Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; receives and processes subpoenas received by Cook County staff; obtains legal materials for staff attorneys; files court documents and serves legal papers; travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate; requires travel.

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

Work Hours: Monday - Friday 8:30AM - 5:00PM

Work Location: 2245 W. Ogden 3rd Fl., Chicago, IL 60612

Supervisor: C. Schneider

Lorne Garrett

Office of Legal Services, 2245 W. Ogden, 3rd Fl., Chicago, IL 60612

Phone: 312-633-3406 Fax: 312-633-3965

Email: [Lorne.Garrett@Illinois.gov](mailto:Lorne.Garrett@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).

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

Agency: Human Services

Closing Date/Time: Tue. 08/18/15 5:00 PM Central Time

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

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-76-91941

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Associate Deputy Director of Transition Services, performs clerical work and coordinates unit operations; performs paraprofessional and technical clerical functions including typing records, reports and various other documents. Operates office equipment including a personal computer and software. Establishes formats for correspondence, memoranda, charts and statistical data. Prepares and reviews travel vouchers. Performs paraprofessional work in the coordination of office administrative functions.

**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 or two years of independent business experience.

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

DMH Central Office, 401 S. Clinton, 2nd FL., Chicago, IL

Please submit applications to: Kelly Kindred

Bureau of Employee Services , 100 S. Grand Avenue 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).

**Option 2 – Typing**

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services  
Closing Date/Time: Thu. 08/20/15 5:00 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: RC063  
Bid ID#: 1566005-666237

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, serves as Cook North Region Education and Transition Coordinator to transition adolescents to independence and facilitate achievement of academic success; develops, interprets, and implements operational program policies and procedures; provides technical assistance and consultation to DCFS and POS staff relative to educational and transitional policies/programs; formulates and recommends revisions to rules, policies, procedures, and practice standards.

Minimum Requirements: Requires MSW and three years of administrative child welfare experience or MA in a related human services field and four years of administrative child welfare experience; requires travel.

Work Hours & Location/Agency Contact: Monday-Friday 830am-5pm  
1911 S. Indiana, Chicago, IL 60616  
Supervisor: Kevin Walsh

Contact: DCFS  
Frances Cunningham  
100 W. Randolph, Chicago, IL 60601  
Phone: (312) 814-5987 Fax: (312)814-5986  
E-mail: [Frances.Cunningham@illinois.gov](mailto:Frances.Cunningham@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 6 - Health & Human Services**

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**Job Title: Rehabilitation Case Coordinator I**

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

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

**Minimum Requirements:**

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

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

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

**How to Apply:**

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

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**Job Title: Reimbursement Officer I**

Agency: Human Services

Closing Date/Time: Thu. 08/20/15 5:00 PM Central Time

Salary: \$3,729.00 - \$4,971.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-92144

Description of Duties/Essential Functions Benefits Supplemental Questions  
Ludeman Center is a 24 hour, 7 day a week residential facility located on a 60 acre campus with 43 residential homes housing approximately 400 people with developmental disabilities. Under general supervision of the manager of resident resources, performs professional duties in implementing the resident's reimbursement for care program; establishes parent/family or guardianship liability for resident care and funding for resident care from public and private sources as available.

**Minimum Requirements:**

Requires knowledge, skills equivalent to completion of four years of college with courses in accounting, economics or business administration. Requires one year of work experience in the reimbursement field.

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

WORK HOURS: 8:00 AM-4:30 PM Monday -Friday

**WORK LOCATION:**

Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers

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

**How to Apply:**

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

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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](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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## **ACCOUNTING SPECIALIST**

National Able Network, a dynamic and growing nonprofit agency specializing in the provision of innovative employment and training programs has an immediate opening for an experienced accounting professional who will perform the broad-based accounting duties detailed below.

### **RESPONSIBILITIES:**

Prepare forecasts and budget for the assigned areas.

Assist in the company wide close process to meet established timelines and ensure timely reporting. Prepare monthly journal entries, maintain cost allocation spreadsheets, and update as appropriate. Assist in the preparation of monthly financials. Present the financials and forecasts to VPs on a monthly basis

Assist in external audits. Prepare billings for the assigned programs.

Assist developing departmental procedures and improvement of financial policies and procedures to improve analysis and reporting capabilities.

Use allocation spreadsheets and trial balances to update the forecasts for the assigned programs. Review general ledger activity for accuracy and necessary reclassifications.

Bank reconciliations of operating accounts. Prepare assets and liabilities accounts reconciliations. Assist in preparing journal entries for monthly close.

Analyze results of financial statements and significant variances to budget and forecast for the assigned program(s) Oversee/Process accounts payable, accounts receivable and daily cash when necessary. Clearing out outstanding checks over 3 months old Maintaining accurate AP and AR Aging reports

Complete any special projects as assigned.

### **QUALIFICATIONS:**

Bachelor's Degree in Accounting; Advanced Degree or CPA preferred.

Proficiency with GP accounting software including generating & designing reports and general ledger maintenance. Proficiency in payroll software systems. Must have excellent analytical skills, effective communication and presentation skills.

Must be computer literate and proficient in use of word and computerized excel spreadsheets. Must be a self-starter, project orientated and a problem solver with strong system and problem solving skills

### **TO APPLY:**

Please submit resume, cover letter and salary history to: [careers@nationalable.org](mailto:careers@nationalable.org)

**NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL**

**EEOE M/F/D/V**

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### **PART-TIME TESTING ADMINISTRATOR**

IT Career Lab, National Able Network's computer education division, has an opening for a part-time service oriented team player who will administer IT certification exams.

#### **DUTIES:**

- Checks in examinees, verifies identification, and explains the exam process
- Monitors examinees while testing
- Maintains a secure testing environment
- Understands and complies with all testing procedures
- Communicates with internal departments and/or testing organization to investigate and fix technical issues
- Strictly adheres to company policies using careful judgment
- Responsible for insuring testing rooms are clean and orderly.
- Other duties as assigned

#### **QUALIFICATIONS:**

- High school diploma or equivalent
- Minimum of 1 year customer service experience required
- Outstanding communication and organizational skills are a must
- Demonstrated proficiency with Microsoft Office (Word, Excel and Outlook).
- Strong customer service skills and high attention to detail. Must be able to operate in and insure quiet testing environment. Prior test administration experience specifically with PearsonVue or Prometric certification exams highly desirable. Must be able to work at least 24 hours on three days per week, Monday – Friday, between 8:30 a.m. and 4:30 p.m.; flexibility regarding which days/hours will be worked each week is required. Must be able to work more than 24 hours per week when necessary. Selected candidate will be required to meet all PearsonVue qualifications to become a certified test administrator.

**PHYSICAL REQUIREMENTS:** Must possess requisite motor skills (e.g., stand, walk, bend, reach, etc.) to perform light housekeeping duties (e.g., vacuuming, sanitizing keyboards, office trash, etc. Must be to and occasionally lift/carry up to 20 lbs. work independently. Must be able to understand and respond to communications to assist examinees. **SALARY: \$13.00 PER HOUR**

**TO APPLY:** Please submit resume, cover letter and salary history to:  
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**Part-Time Service Agent (car detailer) - Chicago, IL (2640 S. Michigan Ave)**

Job ID 2015-149221

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must have reliable transportation to and from 2640 S Michigan Ave, Chicago, IL

Must be able to work the following schedule:

Thursday & Friday 2:00 pm - 8:00 pm

Saturday 9:00 am - 3:00 pm

Sunday 10:00 am - 4:00 pm

Apply online at <https://us-erac.icims.com/jobs/149221/part-time-service-agent-%28car-detailer%29---chicago%2c-il-%282640-s.-michigan-ave%29/job>

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**Part Time Service Agent-Naperville (W. Ogden Ave.), IL-WEEKENDS**

Job ID 2014-114172

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: West Suburbs

Overview: The Service Agent at the Naperville (W. Ogden Ave.), IL location cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

This position is based in Naperville and pays \$10.00 per hour.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must have reliable transportation to and from Naperville (W. Ogden Ave.), IL

Must be willing to work for \$10.00 per hour

MUST be able to work the following schedules

Saturday 8:00am - 4:00pm; Sunday 8:30am - 2:00pm

Apply online at <https://us-erac.icims.com/jobs/114172/part-time-service-agent-naperville-%28w.-ogden-ave.%29%2c-il-weekends/job>

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**Account Specialist - Truck Rental - Chicago**

Job ID 2015-148228

Category Sales - Sales

Location US-IL

Area Chicagoland

**Responsibilities:**

Assist in Branch sales and marketing efforts to increase business and income  
Prospect and target accounts to develop new business relationships  
Understand, communicate and sell optional protection products, rental terms and conditions, vehicle features and benefits as well as fuel options and additional equipment  
Create a strategy to convince prospects of their need to learn about our services  
Conduct various meetings with our clients including initial and follow up fact-finding presentations, closing and transition meetings.  
Build the initial relationship with decision makers and secure referrals  
Create custom business solutions to facilitate closing the sale  
Relationship management with clients after the transition on an as needed basis  
Provide a high level of customer service by assisting customers and assessing their rental needs in person and/or by phone  
Effectively market the company while picking up and/or dropping off customers in a safe and courteous manner and assisting customers as needed  
Conduct follow-up with various customers and businesses, including insurance adjusters or agents, dealerships, body shops, road-side assistance, and mobile vendors.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 21 years old.  
Must have a Bachelor's degree  
Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required  
Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years  
No drug or alcohol related conviction on driving record in the past 5 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/148228/account-specialist---truck-rental---chicago/job>

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## **Part-Time Claims Office Assistant**

Job ID 2015-145796

Category Administrative/Clerical - All Positions

Location US-IL

Area Lombard

Overview: ELCO Administrative Services, Co., a subsidiary of Enterprise Holdings, Inc. has an opening for a part-time (20 hours per week) Claims Office Assistant in our Lombard, IL office. The office is located on N. Lombard Road. ELCO handles liability claims arising from daily rental and employee accidents for the Enterprise Holdings companies. ELCO has 13 regional locations across the country that provide claims handling support. This is an excellent opportunity for someone who is detail-oriented and has strong communication skills.

Minimum starting pay for this position is \$11.00/hour and we are looking for someone available to work Monday-Friday four-hour shifts.

### Responsibilities:

Answering phones and directing calls; Filing and organizing closed claim files  
Completing various office reports; Picking mail up from the post office PO Box  
Sorting and distributing mail in the office; Ordering office supplies; Maintaining file inventory; Transcribing statements  
Other general administrative tasks to help the office run smoothly

### Knowledge, Skills and Abilities

Strong analytical abilities; Excellent verbal and written communication skills  
Demonstrated organization and time management skills  
Dependability and strong work ethic  
Proficiency with Microsoft Office products and office equipment.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

High School diploma or GED

A minimum of 1 year of administrative, clerical or office work experience that included regular use of a computer

Satisfactory driving record and current/valid driver's license

Ability to lift and carry 10 to 15 pounds

Ability to type at least 40 words per minute

All relevant work experience needs to be noted on your application.

Apply online at <https://us-erac.icims.com/jobs/145796/part-time-claims-office-assistant/job>

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## **STAFF ACCOUNTANT / DuSable Museum**

The Senior Staff Accountant reports to the Chief Financial Officer and is an exempt salaried position.

As a member of the Finance Department, the Senior Accountant performs technical accounting work in support of the museum and its departments, including professional accounting functions related to the examination, maintenance, preparation, reconciliation and analysis of financial statements, ledgers, journals and reports.

Provides accounting support for effective fiscal management of the museum.

Serves as lead for the museum on external audits.

Provides fiscal assistance, as needed, to other accounting staff.

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Kristina Eason at [keason@dusablemuseum.org](mailto:keason@dusablemuseum.org), with "Staff Accountant" as the subject.

The DuSable Museum of African American History is an equal opportunity employer.

Applicants from diverse cultural backgrounds are encouraged to apply.

We will contact only those candidates whose professional experience meets our requirements.

**NO PHONE CALLS PLEASE.**

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### **VETERANS CAREER COACH**

Immediate opportunity exists for an energetic professional to join our Veterans Forward team as a Veterans Career Coach.

The Veterans Career Coach works with a team of four Coaches to recruit Veterans and deliver employment services including: identifying employment goals, assessing barriers to employment, delivering effective training and support, referring to outside agencies for other services, providing job search assistance, connecting to job opportunities, and supporting Veterans with retention services.

#### **QUALIFICATIONS:**

Previous military service is strongly preferred.  
Bachelor's degree required.

Strong service-orientation and interpersonal skills to develop rapport and work successfully with a diverse population of clients, co-workers, potential employers, and other external agencies.

Able to manage multiple projects and produce results in a fast-paced environment.

Strong organizational skills, attention to detail, ability to meet deadlines and consistent, reliable follow-through.

Strong computer skills in Microsoft Excel, Outlook, and Word. Experience with database systems preferred.

Excellent written and verbal communication skills.

Must be able to occasionally work evenings/weekends and travel locally when necessary.

#### **TO APPLY:**

Interested candidates should submit a resume to:  
[careers@nationalable.org](mailto:careers@nationalable.org)

**NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL**

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