



**Community Success Team Member (Early Morning)**

Job Locations US-IL-Chicago

Category Customer Service/Support

Type W-2 Employee

The Mission of Shiftgig is to connect millions of workers with millions of shifts.

Responsibilities:

Specialist Support

Responsible for AM support shift:

Wednesday-Sunday, 5:00am-1:00pm

Respond to inbound support cases and calls ensuring Specialists have everything they need to be successful

Create tickets in our system to solve technology issues

Problem solve Specialist issues

Communication

Communicate with other departments as needed to accommodate requests

Effectively, and efficiently communicate via phone, email, and text

Establish relationships with Specialists to make sure they know they are a valued part of the team

Provide feedback and praise to specialists as necessary

Qualifications:

College degree preferred

1 year customer service experience a plus

Strong written and verbal communication skills

Multi-tasker

Customer Service oriented

Organized

Ability to defuse difficult situations

Cool under pressure

Phone experience

Quick learner

Avid smart phone an app user

Must be able to work weekends

Apply online at <https://corporate-shiftgig.icims.com/jobs/1172/community-success-team-member-%28early-morning%29/job>

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773.378.5902 fax 773.378.5903

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**Job Title: CONTRACTUAL SENIOR PUBLIC SERVICE ADMINISTRATOR OPT. 6**

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 5:00 PM Central Time

Salary: \$34.95 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: PSCONTRACT 10-90-92137

"This Is A Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading."

The Maternal, Infant and Early Childhood Home Visiting (MIECHV) Quality Assurance Coordinator (QAC) is responsible for coordinating data collection and quality assurance on a community level for all MIECHV grants. Working with the MIECHV Manager of Program Evaluation, the QAC, will assist with assessing model fidelity, data collection and continuous quality improvement. Serves as primary liaison with Strong Foundations Partnership and other state and private agencies associated with home visiting to ensure alignment across various sectors including professional development, data, credentialing and affiliation, community system development. Maintains state level "igrow" website in regards to content and develop a home visiting quarterly newsletter. Liaisons with any other private or state funders that address agency QA needs related to home visiting documentation standards, protocols and procedures.

Minimum Requirements: Candidate must have five or more years of delivering evidence based home visiting services. Bachelor's degree in social work, child development or related field; Masters degree preferred. Understanding or experience with web-based content preferred. Possess a strong working knowledge of evidence base home visiting models. Experience working with state funders. Quality assurance standards and documentation requirements.

Work Hours & Location/Agency Contact: "Term of Contract July 1, 2015 - June 30, 2016"

Work Location: Governor's Office of Early Childhood Development  
160 N. LaSalle, Suite N-100, Chicago, IL 60601

How to Apply: Applications should be mailed directly to:  
Governor's Office of Early Childhood Development  
160 N. LaSalle  
Chicago, IL 60601  
ATTN: Teresa Kelly  
Phone: (312) 814-6312 Fax: (312) 814-0906

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**Job Title: Executive I - Opt H7**

Agency: Human Services  
Closing Date/Time: Thu. 08/13/15 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#: 10-91-91747

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Mid-South FCS, 1642 W 59th St, 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).

Option H7 - Dept Human Services

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## **Satellite TV Technician/Installer / DISH**

Job ID 2013-22202

Location US-IL-Chicago

Category DISH Network Services (DNS)

DNS Remote Location ..

An opportunity to earn additional bi-weekly incentive pay through achieving your performance goals!

Have 3 days off per week – we schedule our technicians to work 4 day work weeks

Highly independent work with unparalleled promotional opportunities

Comprehensive benefits package including complimentary DISH Network service, paid time off, medical, dental, and vision insurance, 401K, employee stock purchase program, and tuition reimbursement

### Satellite TV Installers/Technician Primary Responsibilities:

Conducting site surveys - determine the best positioning of our equipment for strongest signal reception. Installing cutting edge technology - place mounts, satellite dishes and receivers while ensuring broadband connectivity. Educating customers - review order with the customer and teach them the basics to use and enjoy their new service and equipment. Providing DISH Smart Home Services – successful technicians are expected to identify, educate, offer, and respond to additional product and service solutions for our customers. It's a great chance to build new skill sets and propel them into the future of in-home services delivery, while also earning additional incentives.

#CB2

### Skills - Experience and Requirements:

A successful Satellite TV Installer/Technician will have the following:

Excellent written and verbal communication skills.

High energy, being resourceful, and strong multi-tasking skills

Basic computer skills; basic electronics and/or audio/video knowledge is helpful.

Strong customer service skills; friendly, approachable and motivated with a strong work ethic and high degree of integrity. Ability to stand for long periods of time on a ladder, lift over 70 lbs at times, crawl into small spaces, work in all climates and remain within the individual weight requirement of 275 lbs. Willingness to work flexible schedules including weekends, holidays and evenings. High school diploma or GED required; college or technical/vocational school a plus. Must possess a valid driver's license in the State you are seeking employment in, with a driving record that meets DISH's minimum safety standard. Cable industry experience is a plus.

Apply online at <https://dish-assessment3-dish.icims.com/jobs/22202/job?mobile=false&width=991&height=500&bga=true&needSRedirect=false&jan1offset=-360&jun1offset=-300>

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## Quality Assurance Supervisor

Job ID 2015-31121

Location US-IL-Schaumburg

US-MI-Auburn Hills

US-MI-Ann Arbor

US-MI-Warren

US-MI-Lansing

US-IN-South Bend

US-IN-Merrillville

US-IN-Fort Wayne

US-IL-Chicago

US-IL-Mokena

US-IL-Rolling Meadows...

Category DISH Network Services (DNS)

### Summary:

DISH supports more than 150 DISH In-Home Services (IHS) offices that deliver DISH products and services to customers across the country. The IHS organization encompasses thousands of talented and dedicated employees who serve in roles including Technicians, Resource Planners, Analysts, Training and Quality Assurance Reps and Management to deliver the industry's best products and services. We are the face of DISH to our customers!

### Job Duties and Responsibilities:

The Quality Assurance Supervisor is responsible for supervising a group of geographically distributed Quality Assurance Specialists (QAS) that assess the completed work of internal and or contracted DISH Network technicians.

### Skills - Experience and Requirements:

Successful Quality Assurance Supervisors will have the following:

Bachelor's degree from a four-year College or University strongly preferred and two plus years of experience; or equivalent combination of education and experience.

Experience fostering an environment of Pride, Adventure, and Winning, while consistently leading the overall direction, coordination, and evaluation of QAS in region.

Established interviewing, hiring, and training employee's skills; also proficient in planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Familiarity with field operations or residential installation a definite plus.

Apply online at [https://dish-assessment1-dish.icims.com/jobs/31121/job?mobile=false&width=991&height=500&bga=true&need\\_sRedirect=false&jan1offset=-360&jun1offset=-300](https://dish-assessment1-dish.icims.com/jobs/31121/job?mobile=false&width=991&height=500&bga=true&need_sRedirect=false&jan1offset=-360&jun1offset=-300)

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**Home-Based Satellite TV Technician/Installer - (West Ridge and Lincolnwood Areas) / DISH** Job ID 2015-30296

Location US-IL-Schaumburg

US-IL-Evanston

US-IL-Kenilworth

US-IL-Lincolnwood

US-IL-Morton Grove

US-IL-Skokie

US-IL-Wilmette

US-IL-Niles

US-IL-North Chicago

Category DISH Network Services (DNS)

DNS Remote Location US-IL-North Chicago

Summary: This Home-Based Satellite TV Installer/Technician will have the opportunity to begin and end their business day from home and be the face of Dish in their local community of the West Ridge and Lincolnwood area! Our Home-Based Satellite TV Installer/Technicians will also have the following: Minimum 5'x5'x10' covered and secured area at technician residence; Computer with broadband internet; Ability to plug in all DISH Network chargeable devices; Dedicated off street parking at technician residence; Ground floor access for equipment (preferred)

Job Duties and Responsibilities: Satellite TV Installers/Technician Primary

Responsibilities: Conducting site surveys - determine the best positioning of our equipment for strongest signal reception. Installing cutting edge technology - place mounts, satellite dishes and receivers while ensuring broadband connectivity. Educating customers - review order with the customer and teach them the basics to use and enjoy their new service and equipment. Providing DISH Smart Home Services - successful technicians are expected to identify, educate, offer, and respond to additional product and service solutions for our customers. It's a great chance to build new skill sets and propel them into the future of in-home services delivery, while also earning additional incentives.

Skills - Experience and Requirements: A successful Satellite TV Installer/Technician will have the following: Excellent written and verbal communication skills. High energy, being resourceful, and strong multi-tasking skills. Basic computer skills; basic electronics and/or audio/video knowledge is helpful. Strong customer service skills; friendly, approachable and motivated with a strong work ethic and high degree of integrity. Ability to stand for long periods of time on a ladder, lift over 70 lbs at times, crawl into small spaces, work in all climates and remain within the individual weight requirement of 275 lbs. Willingness to work flexible schedules including weekends, holidays and evenings. High school diploma or GED required; college or technical/vocational school a plus. Must possess a valid driver's license in the State you are seeking employment in, with a driving record that meets DISH's minimum safety standard. Cable industry experience is a plus.

Apply online at <https://dish-assessment3-dish.icims.com/jobs/30296/job>

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## **Inventory Specialist - Part-Time / DISH**

Job ID 2015-31926

Location US-IL-Schaumburg

Category DISH Network Services (DNS)

### Summary:

DISH supports more than 150 DISH In-Home Services (IHS) offices that deliver DISH products and services to customers across the country. The IHS organization encompasses thousands of talented and dedicated employees who serve in roles including Technicians, Resource Planners, Analysts, Training and Quality Assurance Reps and Management to deliver the industry's best products and services.

**Job Duties and Responsibilities:** The Inventory Specialist manages the flow of material and equipment (satellite dishes, our award winning receivers and DVRs and associated hardware) in and out of the warehouse supporting both our internal and external customers.

Primary responsibilities are described in the following categories:

Document the quantity and type of equipment, merchandise, and/or supplies stocked in warehouse and/or on vans as well as all of the materials needed for the different types of installations and service calls. Maintain an accurate physical count of van product, warehouse product and saleable products on a daily, weekly and/or monthly basis. Receive returned equipment, new inventory and vendor shipments, stocks the inventory in the warehouse, and prepares shipments for return to the remanufacturing department and records distributed hardware information in the computer tracking system. Complete daily inventory transactions for all product used, linking them to the proper accounts. Assist supervisor with all inventory replenishment reports and inventory related communications with other departments.

**Skills - Experience and Requirements:**

A successful Inventory Specialist will have the following:

Willingness to work flexible hours, including weekends, and will be compensated for overtime. Employees must frequently lift and/or move up to 75 pounds, may occasionally be required to lift up to 125 pounds.

Employees must be able to safely operate warehouse equipment (pallet jack, and/or a forklift).

50% of this role is computer based, must have intermediate level MS Office experience. High school diploma or GED required and 2 years of work experience are preferred.

Apply online at <https://dish-assessment3-dish.icims.com/jobs/31926/job>

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**Job Title: Insurance Company Financial Examiner Trainee**

Agency: Insurance

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 5

Plan/BU: RC062

Bid ID#: DOI 11066

**Minimum Requirements:**

Requires a bachelor's degree with 21 semester hours of coursework in accounting with additional coursework preferably in computer science, economics, management, finance, auditing or other related subjects. Requires elementary knowledge of insurance accounting or accounting and ability to apply and demonstrate examination auditing theory, methods, standards and procedures; business administration practices as related to insurance companies; basic knowledge of spreadsheets and word processing applications. Requires ability to successfully complete on-the-job training for financial examination assignments; work independently; prepare written documentation of examination findings in a logical and concise manner; learn and retain knowledge of applicable Illinois law, department regulations and accounting practices governing the insurance industry; acquire knowledge in the structure, operation and management of insurance companies; establish effective working relationships with coworkers, insurance company officials and employees; maintain the confidentiality of information developed or received during the course of examination. Requires possession of a valid driver's license. Requires the ability to travel extensively.

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

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory / Financial Examination

122 Michigan Ave, Chicago, IL (Cook)

Agency Contact: A & R Shared Services Center

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

217-217-782-9993 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 Administrator Iv - Opt 1**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1560024-604814

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as working supervisor to staff engaged in the provision of technical data research and payment/case problem solving, as well as decision making regarding unique and problematic situations; prepares, conducts, and signs performance evaluations; conducts quality assurance review of front line work staff and products; provides problem resolution for issues arising within the unit; serves as liaison with other divisions and external entities.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years of study at a secretarial/business college and two years experience; or completion of high school and four years Office Assistant experience; or four years independent business experience.

Work Hours & Location/Agency Contact: HOURS: 8:30 AM to 5:00 PM  
Monday through Friday

LOCATION: DCFS , 1911 S Indiana Avenue, Chicago, IL  
SUBMIT BIDS TO: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701  
Phone: 217-557-7430 Fax: 217-785-0395 Email: [april.coats@Illinois.gov](mailto:april.coats@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: Tue. 08/11/15 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#: 1560028-606139L

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal 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: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1911 S. Indiana Chicago, IL. 60616

CONTACT: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395

Email: april.coats@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 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: Office Clerk - Opt 1**

Agency: Workers Compensation Commission

Closing Date/Time: Thu. 08/13/15 11:59 PM Central Time

Salary: \$2,636.00 - \$3,557.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC104

Bid ID#: IWCC-50-15-0016

**Minimum Requirements:**

Requires ability to bend, stoop, reach above shoulder level, lift, carry, push and pull. Requires ability to move and manipulate up to 500 lbs. of boxes with issued office equipment. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires working knowledge, skill, and mental development equivalent to completion of high school. Requires working knowledge of office practices and procedures, indexing, scanning, and filing. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of electronic tracking system, wireless and tethered scanner, input of data into database system.

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

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission

100 W Randolph, 8th Floor, Chicago, Illinois 60601

**How to Apply: Send Applications to:**

Illinois workers' Compensation Commission

HR Department

100 W. Randolph St., 8th Floor

Chicago, IL 60601

Faxed and Emailed applications will not be accepted.

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 Coordinator - Opt 2**

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 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#: 10-91-91741

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized secretarial functions. Serves as secretary to the Assistant Local Office Administrator.

**Minimum Requirements:**

Requires two years secretarial or business college or two years related office experience or two years independent business experience. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Mid-South FCS, 1642 W 59th St, 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).

**Option 2 – Typing**

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**Job Title: Personal Services Contract - Trust Fund Solvency Model Consultant**

Agency: Employment Security

Closing Date/Time: Fri. 08/14/15 11:59 PM Central Time

Salary: \$21,667.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: PSC92346

**Minimum Requirements:**

Education: Bachelor of Science degree in Engineering, Computer Science or a related field with a concentration in applied science.

Experience: Requires five years of experience in Quattro Pro Windows developing code related to file drivers, cell storage, data execution macros, file architecture, and diagnostic/auditing tools. Requires five years of project management experience in software engineering. Preference is five years of experience in Excel Windows developing code related to file drivers, cell storage, data execution macros, file architecture, and diagnostic/auditing tools

Requires extensive knowledge of Quattro Pro Windows program code with particular expertise in file architecture, data subsystems, data execution macros, and data flow mapping. Requires extensive knowledge of Quattro Pro Windows diagnostic and auditing tools.

Work Hours & Location/Agency Contact: The position is located at the Illinois Department of Employment Security (IDES) Central Office, 33 South State Street, Chicago, Illinois. The position is a one year contractual position with scheduled work hours of 8:30 a.m. to 5:00 p.m., Monday through Friday.

Contact: Ms. Sudi Garcia (312) 793-5707

How to Apply:

Submit a completed CMS-100 Employment Application, resume and cover letter to IDES, Human Resource Management, Recruitment and Selection, Attention: Ms. Sudi Garcia, 33 South State Street, 8th floor, Chicago, Illinois 60603.

Interviews will be scheduled in Chicago at the earliest convenience.

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

Agency: Revenue

Closing Date/Time: Mon. 08/10/15 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: GB062 Bid ID#: DOR 10738

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in accounting, law enforcement, business administration, pre-law or related field. Requires experience equivalent to three years of current professional peace officer experience; prefers a minimum of five years of current peace officer experience. Requires completion of the Illinois Basic Law Enforcement Training Program and certification as prescribed by the Illinois Local Governmental Law Enforcement Officers Training Board. Requires successful completion of a firearms qualification course annually, as a condition of employment. Requires a valid, appropriate driver's license and the ability to travel on frequent basis.

**Work Hours & Location/Agency Contact:** Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

Audit Bureau/Criminal Investigations

9511 Harrison St., Des Plaines, IL Cook County

**Agency Contact:** A & R Shared Services Center

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

217-558-0987 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).

Option 7 - Law Enforcmnt/Correctnl

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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 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#: 10-41-92239

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as the Quality Assurance Advisor for northern Illinois and Cook County. Performs highly responsible work in planning goals and objectives of an conducting quality assurance reviews of all ORS vocational rehabilitation, blind services, independent living, transition, supported employment and specialized programs. Organizes, plans and implements the Quality Assurance service review system to determine whether administrative requirements and service standards are being met in ORS service delivery programs. Travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social welfare administration. rehabilitation counseling, social work, vocational guidance or a closely-related field. Requires minimum two years experience. Requires ability to travel.

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

Division of Rehabilitation Services

Strategic Management, 100 West Randolph, Chicago, IL

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: Residential Care Worker - Opt A**

Agency: Human Services

Closing Date/Time: Tue. 08/11/15 11:59 PM Central Time

Salary: \$3,300.00 - \$4,300.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-44-ICRE-91117 & 91118

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides the care, treatment and development of physically disabled children at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Trains and monitors students in residence in recreational, occupational and daily living skill activities. Collaborates with supervisory staff as well as other professional staff in making a coordinated and effective program tailored to meet the individualized need of each student. Maintains case documentation and other required reports. Serves as a mandated reporter under the Child Abuse and Neglect Act.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus requires the completion of an agency approved training program or an additional year of the above experience. Requires ability to travel in the community to escort children.

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

Illinois Center for Rehabilitation and Education - Roosevelt

1950 W. Roosevelt Rd., Chicago, IL 60608

Attn: Benjamin Davis 312/433-3147 – Voice 312/433-3056

**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 A – Regular**

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**Job Title: Revenue Tax Specialist I - Opt SS** Agency: Revenue  
Closing Date/Time: Fri. 08/14/15 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly Job Type: Full-Time  
Location: Cook County, Illinois Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: DOR 10910

Minimum Requirements: Requires a bachelor's degree; requires completion of the Revenue Tax Specialist Trainee Program or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee Program. Requires working knowledge of current Illinois and Federal tax laws, rules, and regulations and out-of-state filing requirements. Requires working knowledge of tax terminology, forms, and documents utilized in the processing of tax returns and supporting documentation. Requires working knowledge of methods and procedures used in compiling and recording statistical information. Requires working knowledge of manual and automated files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation for compliance with applicable tax regulations. Requires working knowledge of tax accounting theory, principles, and practices. Requires working knowledge of computer systems as relates to the processing of various tax information. Requires ability to obtain a valid certification from the Collections RTS Trainee Program and maintain recertification every three years. Requires physical ability to perform tasks and duties enumerated above and able to lift and carry up to 25 pounds. Requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Collections/Chicago Collection Services, 100 W Randolph JRTC, Chicago, IL 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: 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).

Option SS - Spanish Speaking

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**Job Title: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Fri. 08/14/15 5:00 PM Central Time

Salary: \$43.84 - \$45.70 hourly

Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 11093

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hours: Rotating shifts; rotating days off

Work Location: Illinois Department of Central Management Services

BOPM/Facilities Mgmt/Northern Region/Elgin MHC 750 S. State St., Elgin, IL

Kane 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 is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Support Service Worker**

Agency: Human Services  
Closing Date/Time: Thu. 08/13/15 4:00 PM Central Time  
Salary: \$15.52 - \$20.93 hourly  
\$2,700.00 - \$3,641.00 monthly  
\$32,400.00 - \$43,692.00 annually  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: 5  
Plan/BU: RC009  
Bid ID#: 10-67-92261

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs food service tasks in the Dietary Services section, storeroom, and dining areas; serves food for residents both on-site and off-site; participates in food preparation and cleaning to maintain sanitary and safe conditions.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and six months of experience in food services. Requires working knowledge of routine food service duties. Requires skill in the basic operation of equipment and machinery associated with food service. Requires the ability to lift, push, and pull carts, pots/pans and kitchen equipment, etc. Requires ability to follow oral or written instructions.

**Work Hours & Location/Agency Contact: HOURS OF WORK**

92261 5:30a.m. - 1:30p.m. 92264 11:00a.m. - 7:00p.m.  
92262 5:30a.m. - 1:30p.m. 92265 11:00a.m. - 7:00p.m.  
92263 5:30a.m. - 1:30p.m.

Every other weekend off; various days off during the week  
Other days/shifts as assigned or required

**LOCATION**

Wm. W. Fox Center, 134 W. Main Street, Dwight, IL 60420 815-584-3347

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: Storekeeper III**

Agency: Children & Family Services  
Closing Date/Time: Tue. 08/11/15 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  
Bid ID#: 1520024-202320

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Administrator, serves as working supervisor of staff engaged in performing various administrative support functions including property control inventory, central stores, messenger clerk and maintenance of state owned vehicles; authorizes use of state vehicles; monitors equipment inventories; transports and delivers supplies.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school and two years supervisory experience in the keeping of stores and stores records; requires possession of a valid appropriate driver's license.

Work Hours & Location/Agency Contact: Hours: Monday thru Friday from 8:30 to 5:00pm

Location: DCFS , Budget and Finance  
Cook Stores, 100 N. Western, Chicago, Illinois  
Contact: Teresita Gonzalez  
DCFS, 406 E. Monroe, Station #440, Springfield, IL 62701  
217-524-4391 Fax: 217-785-1765  
Email: Teresita.M.Gonzalez@Illinois.gov

How to Apply: Current State employees seeking a promotion must submit an Official Position Vacancy Bid Form, a CMS 100 Employment Application and a CMS promotional "A" grade for the title or apply for a promotional grade by submitting your CMS 100B Promotional Application to the Department of Central Management Services during the posting period. If bidding on the same title and option, submit Official Position Vacancy Bid Form and CMS 100 Employment Application. If bidding on a vacancy in a different title (lateral or voluntary reduction), you must pre-qualify for that title by submitting a CMS 100 Employment Application along with Official Position Vacancy Bid Form. Official transcripts may be requested of you prior to sending any pre-qualification. Please send all bid information to above-noted contact person. Failure to comply may result in the applicant's ineligibility.

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