



**Job Title: Highway Maintainer**

Agency: Transportation

Closing Date/Time: Tue. 09/29/15 4:30 PM Central Time

Salary: \$4,640.00 - \$6,187.00 monthly

Job Type: Full-Time

Location: DeKalb County, Illinois

Number of Vacancies: 1

Plan/BU: RC019

Bid ID#: IPR#40503

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Operations Supervisor and the day-to-day guidance of Highway Maintenance Lead Worker, performs a variety of tasks related to the maintenance, repair and upkeep of roads, bridges and other related structures and features. Operates CDL licensed vehicles.

**QUALIFICATIONS:**

- Has worked 180 work days or more as a MONTHLY Snowbird
- In good standing with the IDOT (eligible for rehire)
- Class "A" CDL with "n" or "x" endorsements
- CURRENTLY POSSESS an Open Competitive Eligible grade for Highway Maintainer

Work Hours & Location/Agency Contact:

Highways/District 3/Operations

351 E. Page St., Sycamore, IL

How to Apply:

APPLICANTS MUST SUBMIT BID FORM FOR MONTHLY SNOWBIRDS IN ACCORDANCE WITH MOU FORM (PM 12E) TO DENISE HAMILTON, 2300 SOUTH DIRKSEN PARKWAY, ROOM 113, SPRINGFIELD, IL 62764, fax: 217/557-3134, BY: 4:30 P.M. ON THE CLOSING DATE OF THE POSTING.

ONLY PREVIOUSLY EMPLOYED MONTHLY SNOWBIRDS ARE ELIGIBLE TO APPLY FOR THIS POSTING.

APPLICANTS MUST ALSO POSSESS OPEN COMPETITIVE ELIGIBLE GRADE FOR DEKALB COUNTY IN ORDER TO APPLY.

PM 12E can be downloaded from IDOT website: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: Human Rights Investigator II**

Agency: Children & Family Services  
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1505002-057757

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in business, public or personnel administration, or social sciences; requires one year of professional experience in an investigatory capacity or in dealing with human rights issues; requires ability to travel, possession of a valid appropriate driver's license, access to an operating automobile, and proof of automobile insurance.

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

WORK LOCATION Monday-Friday, 8:30a.m.-5:00p.m.  
DCFS/Office of Affirmative Action 1911 S. Indiana, Chicago, IL 60616  
Supervisor: V. Peterson

**CONTACT PERSON:**

James Sneed  
IDCFS  
Office of Employee Services  
100 W. Randolph, Ste. 6-100  
Chicago, IL 60601  
Phone: 312-814-1222  
Fax: 312-814-1224  
Email: [James.Sneed@illinois.gov](mailto:James.Sneed@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 I - Opt H7**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-93036

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

**Minimum Requirements:**

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

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Southeast FCRC, 8001 S Cottage Grove Ave., Chicago, IL 60619  
Agency Contact: Lisa Horsley  
100 South Grand Ave East, 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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**Job Title: Internal Security Investigator II**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0620

Minimum Requirements: Requires knowledge, skill and mental development equivalent to: completion of two years of college with course work in law, government, liberal arts, history or business or public administration plus four years professional experience in law enforcement investigatory work or a related field; OR four years of college with major course work in law, government, liberal arts, history or business or public administration plus two years of professional experience in law enforcement investigatory work or a related field; OR completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR completion of the F.B.I. National Academy or comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work or a related field. Requires ability to travel to conduct investigations. Requires possession of a valid Illinois driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Internal Affairs, 401 South Clinton, 5th Floor, Chicago, IL 60707  
(Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General, 404 North Fifth Street, Springfield, IL 62702

Work Telephone Number (217) 524-5104

Fax Number (217) 782-7969

**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**

Agency: Illinois Power Agency

Closing Date/Time: Wed. 09/30/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 16-001

**Minimum Requirements:**

**Education:**

- Bachelor's degree, preferably with courses in Business or Public Administration.

**Experience and desired qualifications:**

- At least (3) to five (5) years of related Office Administrator experience.
- State Government experience strongly preferred.
- Proficiency with Microsoft Word and Excel.
- Experience with QuickBooks or other accounting software preferred.
- Prior experience with state government contract administration (preferred).
- Strong organizational skills.
- Excellent written/oral communication skills and interpersonal skills.
- Ability to establish and maintain effective internal and external working relationships including Agency third-party contract entities, employees in other State agencies, departments, and commissions.
- Knowledge of the energy/utility industry desirable but not required.
- Quick learner with the ability to adapt to changing priorities in a dynamic entrepreneurial office environment.
- Stable work history.

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

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: Illinois Power Agency

160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

**How to Apply:** To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star, Director / Illinois Power Agency

160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

[Anthony.Star@Illinois.gov](mailto:Anthony.Star@Illinois.gov)

**No phone calls please.**

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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

Agency: State Retirement Systems  
Closing Date/Time: Tue. 10/06/15 11:59 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 50-74 5-0026

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Chicago Office Manager, performs paraprofessional support functions in the operations of the Chicago Office; establishes operational methods and procedures; explains and interprets SERS laws, rules and procedures to members, annuitants and state agency liaisons.

**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. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of Microsoft Word, Excel and Outlook. 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 the rate of 30 wpm.

Work Hours & Location/Agency Contact: Location: State Retirement Systems  
Michael A. Bilandic Building, 160 N. LaSalle Street, Suite S200, Chicago, IL 60601  
Work Hours: Monday – Friday 8:00 A.M. – 4:30 P.M.  
Agency Contact: Kelley Gray  
State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704  
Phone: 217-785-7017 Fax: 217-557-3943 Email: [Kelley.Gray@SRS.Illinois.gov](mailto:Kelley.Gray@SRS.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 2 – Typing

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**Job Title: Paralegal Assistant**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 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: RC062

Bid ID#: 1524006-244041

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Office of the Guardian Legal Counsel, screens cases for adult guardianship; prescreens for opening estates; screens cases for research study participation; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorney and law clerk; files court documents; travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires possession of a valid driver's license and ability to travel.

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

WORK LOCATION Monday-Friday, 8:30am to 5:00pm

Office of the Guardian, 17 N. State, 7th Floor, Chicago, Illinois 60602

Supervisor: M. Long

**CONTACT PERSON: James Sneed / IDCFS**

Office of Employee Services, 100 W. Randolph, Ste. 6-100, Chicago, IL 60601

Phone: 312-814-1222 Fax: 312-814-1224

Email: [James.Sneed@illinois.gov](mailto:James.Sneed@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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## **Usher**

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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## **Inventory Controller II**

Location: Waukegan

Office: Internal Services

Department: Materials Management

### Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned.

### Qualifications:

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller. One (1) to two (2) years progressively responsible transit experience is required.

Having stockroom operations experience is helpful. Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred. Good verbal and written communications skills are required.

Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification.

Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=722](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=722)

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**Job Title: Program Integrity Auditor II**

Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IG0622

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration; requires one year of experience such as could be acquired as a Program Integrity Auditor I and satisfactory completion of an agency-sponsored program integrity training program; requires extensive knowledge of program integrity review theory and procedures; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Medicaid Integrity

401 South Clinton

Chicago, IL 60607

(Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel, 412 North 5th Street, Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

**How to Apply:**

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 8L**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time

Salary: \$6,009.00 - \$9,213.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC036

Bid ID#: IG0623

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, represents the Department in administrative action brought on behalf of the Department; presents evidence at hearings and formal conferences; drafts and files legal pleadings, discovery, motions, and settlements, preserves an orderly and uniform system of case files and current case notes on active cases assigned utilizing the Department's computer management; travels statewide to attend meetings, formal conferences, and formal hearings.

**Minimum Requirements:**

Requires graduation from a recognized law school. Requires possession of a license to practice law in Illinois. Requires two years professional experience in the practice of law. Requires ability to travel statewide to attend meetings at various sites. Requires possession of a valid Illinois Driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Counsel to Inspector General

401 South Clinton, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel, 412 North 5th Street. Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

**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 8L - Law License Illinois**

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## **Receptionist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

### Job Description:

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters.

The position requires communication skills to serve Pace customers in a courteous and professional manner.

Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA.

Provide route schedules as requested.

Other duties as assigned.

### Qualifications:

Qualified candidate must possess excellent communication and interpersonal skills,

3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred.

Must display professional demeanor at all times. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=721](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=721)

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**Utility Person**

Location: Bridgeview  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed.

May make service calls.

Other duties as 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 possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

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

Must have knowledge of the service area and the ability to operate all Pace equipment.

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

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=100](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=100)

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**Job Title: Storage Tank Safety Specialist**

Agency: State Fire Marshal

Closing Date/Time: Tue. 10/06/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-50-SFM15-009

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of a stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN COOK COUNTY WITHIN 90 DAYS OF HIRE. Work Hours & Location/Agency Contact:

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

WORK LOCATION: Office of the Illinois State Fire Marshal / Cook County Field Office

**AGENCY CONTACT:**

Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277

Springfield, IL 62794

PHONE: 217-557-6015

**How to Apply:**

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

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**Job Title: Escalator Serviceman**

Location Chicago, IL, US  
Job Type Full - Time Permanent  
Department  
Customer Facilities Maintenance/Facilities Maintenance

SALARY TARGET: \$38.00- \$47.00 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Must complete the State of Illinois Elevator Mechanic Examination, achieve a passing score as required by the State of Illinois and keep license current by attending necessary training. Failure to have a current license can result in removal from position.

**PHYSICAL REQUIREMENTS**

Required to have complete use of all members of the body. Be able to distinguish all colors, climb and work from ladders or scaffolds and be able to lift and carry material weighing up to 100 pounds and fit into work areas (pit).

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have knowledge of escalator construction, servicing, inspection and testing. Required to understand and be capable of repairing all mechanical and electrical components including handrails, brakes, step and handrail chains, controllers and times. Required to understand adjustment procedures for chain tensioning, skirt and stop clearances and timer adjustments. Must be capable of locating and isolating defects in wiring systems, including safety circuits, and restoring them to service. Must be capable of taking accurate measurements and be able to read and interpret blue prints and schematic drawings.

This is a bargained for position and is not subject to CTA's residency ordinance.

**CTA IS AN EQUAL OPPORTUNITY EMPLOYER**

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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## **Part Time Seasonal Position (Job Number: 14000124)**

### Description

#### Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators. These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

### Physical Requirements

#### Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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## **Lunchroom Attendant (Job Number: 15000240)**

### Description

CLASS TITLE: Lunchroom Attendant

CHARACTERISTICS OF THE CLASS: Under the supervision of the School Dining Manager assists in preparing and serving food and maintaining sanitation of food service facilities and equipment and performs related duties as required and assigned.

### MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from high school or GED equivalent. Must possess and maintain a valid Food Safety First Principles; Food Handlers Certificate or a Chicago Department of Public Health Food Service Manager Certificate. Previous work experience in a food service setting is desirable, but not necessary.

### Knowledge, Skills, and Abilities:

Ability to follow oral and written instructions in English and willingness to perform essential functions of the job.

Basic skills in the use and care of kitchen utensils, basic food service equipment and performing sanitation duties.

### Physical Requirements/Physical Demands:

Required to lift or exert force of twenty-five (25) lbs. frequently and forty (40) lbs. occasionally, or ten (10) to twenty-five (25) lbs. frequently, or up to ten (10) lbs. constantly to move objects.

Must be able to stand for long periods of time, stoop, crouch, climb, bend, reach, handle and finger objects.

Must be able to taste and smell in order to identify flavors and odors and exercise frequent use of near visual acuity with the ability to identify and distinguish colors.

Must be able to work in environments with some temperature extremes.

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**Assistant Principal (Assistant Principal - Admin)(Job Number: P030581)**

**ESSENTIAL FUNCTIONS:** Under the direction of the principal, performs any of the following duties: Assists in the development and implementation of the School Improvement Plan for Advancing Academic Achievement (SIPAAA); participates in the development and monitoring of the local school budget; plans and supervises student activity programs; provides individual and group guidance to students for personal problems, and educational and vocational objectives; takes or recommends disciplinary action for students or employees in violation of established discipline codes; meets with parents and guardians to review student progress or problems; supervises students at assemblies and social and athletic events; directs and coordinates teacher supervision of lunchrooms, corridors, and playgrounds; observes teachers' and career service personnel's performance and provides recommendations regarding performance to the school principal; assists principal in interviewing and recommending teacher and career service candidates for employment; assists in supervising student teachers assigned at the school; assists in making arrangements for and overseeing substitute teachers at the school; responds to inquiries and complaints from students, parents and guardians, local school council members, and the general public concerning school operating policies and procedures.

**OTHER FUNCTIONS:** May teach courses, may organize and conduct in-service teacher and career service training at the school, may accompany students on field trips; may sponsor clubs, activities, and athletics.

**MINIMUM QUALIFICATIONS:** Training and Experience. Must possess a Master's degree from an accredited college or university. Certificate Requirement. Must possess a valid Type 75 Educational Administrative Certificate issued by the Illinois State Board of Education. Knowledge, Abilities, and Skill. Thorough knowledge of the principles and practices of elementary and secondary education, thorough knowledge of the rules and regulations of the Chicago Public Schools, good knowledge of school budgeting methods and procedures. Ability to work with and for school-aged children, ability to establish and maintain effective working relationships with teachers and career service staff, parents and guardians, volunteers, local school council members, and community organizations. Excellent interpersonal skills, good supervisory skills, excellent oral and written communication skills.

**Physical Requirements.** Light work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to reach, handle, and finger objects; talk and hear; frequent use of near visual acuity and occasional use of far visual acuity.

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## **Part Time Off Duty Police Officer(Job Number: 15000349)**

### Description

#### Temporary Part Time Seasonal Roles

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Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

#### Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

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Join us and help make this vision a reality.

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## **Cashier**

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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