



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs

02/12/2018



Job Title: Office Assistant - Opt 1
Agency: Revenue
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: DOR 17402

Under general supervision, as part of a Clerical pool, performs a variety of difficult clerical duties throughout the Account Processing Administration; operates a computer inputting or retrieving a variety of tax data and information; opens, sorts, and distributes incoming mail; serves as office receptionist answering and routing incoming telephone calls and directing visitors to proper source of information

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/12/2018



Job Title: **Child Welfare Administrative Case Reviewer**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1860010-604294**

Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery.

SUBMIT BIDS TO:
Paige Baker
DCFS
406 E. Monroe St., Station #30
Springfield, IL 62701
Paige.Baker@illinois.gov

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

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

02/12/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 02/26/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **17504**

Under administrative direction, investigates and prosecutes violations of assigned acts, rules, regulations and judicial decisions brought forth under, but not necessarily limited to, Pharmacy Practice; Dental Practice; Clinical Psychologist Licensing; Clinical Social Work and Social Work Practice; Nurse Practice; Nursing Home Administrators Licensing and Disciplinary; Marriage and Family Therapy Licensing; Marriage and Family Therapy Licensing; Professional Counselor and Clinical Professional Counselor Licensing; Professional Counselor and Clinical Professional Counselor Licensing; Environmental Health Practitioner Licensing; Optometric Practice; Veterinary Medicine and Surgery Practice

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

02/12/2018



Job Title: Probation Program Assistant (Interstate Compact Unit)

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Closing Date/Time: Wed. 02/28/18 5:00 PM Central Time

Salary: \$32,086.00 / Year

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: 229

The Probation Program Assistant (Interstate Compact Unit) reviews and processes probation cases transferred into Illinois and from Illinois to other states.

8:30 a.m. - 5:00 p.m.
Administrative Office of the Illinois Courts
3101 Old Jacksonville Road
Springfield, Illinois 62704

Barb Black
(217) 524-6429

02/12/2018



Job Title: **Administrative Assistant - Assistant Director**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$38,342.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **228**

The Administrative Assistant provides assistance to the Assistant Director of the Probation Services Division through coordination of office support activities and performance of secretarial duties. Initiative and independent judgment are exercised within a broad range of ongoing tasks and new initiatives.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
Probation Services Division
3101 Old Jacksonville Road
Springfield, IL 62704

Barbara Black
(217) 524-6429

02/12/2018



Job Title: **Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 03/02/18 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **17512**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior. Assists superior with enforcement of the policies and procedures regarding supervision of banks

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

02/12/2018



Job Title: **Health Facilities Surveyor III - Opt 3**
Agency: Public Health
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **44-18-0239**

Under general direction of the Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Serves as technical expert and independently performs difficult and complex nutritional surveys. Serves as preceptor for lower level Dietitians and as the subject matter expert on issues of dietetics.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

02/12/2018



Job Title: **Health Facilities Surveyor III - Opt 1**
Agency: Public Health
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **44-18-0241**

Under general direction of the Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Serves as technical expert and independently performs difficult and complex institutional health and safety surveys. Serves as preceptor for lower level surveyors.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

02/12/2018



Job Title: **Emergency Response Telecommunicator - Opt B**
Agency: Emergency Management Agency
Closing Date/Time: Mon. 02/26/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Part-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **50-17-IEMA18-014**

Under direct supervision of the Office Administrator IV, the Emergency Response Telecommunicator performs assigned tasks in regard to: transmitting and receiving emergency and administrative messages via two-way radio, telephone, computer, telefax and satellite equipment concerning hazardous materials, nuclear power plant accidents, natural and manmade disasters, etc.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Court
Springfield, IL 62702
217-557-6010 ext. 4217

02/12/2018



Job Title: **Corrections Law Library Assistant**
Agency: **Corrections**
Closing Date/Time: **Fri. 02/23/18 3:00 PM Central Time**
Salary: **\$3,803.00 - \$5,580.00 monthly**
Job Type: **Full-Time**
Location: **Jefferson County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-58-18-0718**

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. Requires working knowledge of precedent cases, search procedures, writing style format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary and word usage. Requires analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner.

LOCATIONS:

IDOC-Big Muddy River Correctional Center
251 N. Illinois Hwy 37
Ina, IL 62846

AGENCY CONTACT:

Linda Ellis, HR. Rep
(618) 437-5300 Ext. 218

02/12/2018



Job Title: **Business Administrative Specialist**
Agency: **Corrections**
Closing Date/Time: **Fri. 02/23/18 3:00 PM Central Time**
Salary: **\$4,141.00 - \$6,184.00 monthly**
Job Type: **Full-Time**
Location: **Jefferson County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-58-18-0019**

Under direction of the Business Administrator (Public Service Administrator), coordinates the operation of the Business Office engaged in vouchering, fiscal and procurement functions while serving as a designated lead-worker; gathers data and participates in the preparation of the facility's budget; serves as the institution's procurement officer; monitors contractual review and administration process.

LOCATIONS:

IDOC-Big Muddy River Correctional Center
251 N. Illinois Hwy 37
Ina, IL 62846

AGENCY CONTACT:

Linda Ellis, HR. Rep
(618) 437-5300 Ext. 218

02/12/2018



Job Title: **Sex Offender Therapist II**
Agency: Corrections
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time
Salary: \$4,821.00 - \$7,304.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-58-18-0398**

Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, requires five years of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of theories and assumptions underlying the field of sex offender treatment and evaluation. Requires Requires extensive knowledge of assessment instrument and measurement techniques.

LOCATIONS:

IDOC-Big Muddy River Correctional Center
251 N. Illinois Hwy 37
Ina, IL 62846

AGENCY CONTACT:

Linda Ellis, HR. Rep
(618) 437-5300 Ext. 218

02/12/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-18-09**

Acts as Service Officer for the Illinois Department of Veterans' Affairs, Field Services. This position will be responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois. Serves as liaison with various county, state, and federal agencies and private sector benefit providers, in establishing veterans' benefit entitlements. Responsible for recording information and maintaining individual files regarding all military, medical and service-connected personnel history for claimants. Assists in interpreting laws and changes to existing laws.

Contact:
Renee Dougherty
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

02/12/2018



Job Title: Corrections Food Service Supervisor I (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time
Salary: \$3,934.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: 3
Plan/BU: RC006
Bid ID#: IDOC-29-58-18-0388

Under Direct Supervision of Food Service Supervisor III, prepares and serves meals on an assigned shift for adult Offenders; instructs and supervises inmates assigned; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

LOCATIONS:

IDOC-Big Muddy River Correctional Center
251 N. Illinois Hwy 37
Ina, IL 62846

AGENCY CONTACT:

Linda Ellis, HR. Rep
(618) 437-5300 Ext. 218

02/12/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Fri. 02/23/18 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#: **1815006-151543**

MSW and three years administrative child welfare experience or MA in an acceptable human services field and four years administrative child welfare experience; preferably requires certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists; requires travel.

Name: Frances Cunningham **Phone:** (312) 814-5987 **Fax:** (312) 814-5986
E-mail: Frances.cunningham@illinois.gov
Mailing Address: 100 W. Randolph, Chicago, IL 60601

02/12/2018



Job Title: **Maintenance Equipment Operator**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,583.00 - \$6,110.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **HR001**
Bid ID#: **10-72-104496**

Under direct supervision, operates automotive equipment including vans, trucks, tractors and snow removal equipment. Transports individuals to and from a variety of scheduled appointments. Schedules and maintains vehicles in good working condition. Engages in minor maintenance of equipment and minor repair of physical plant. Responds to special pick-up and delivery requests.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park forest, IL 60466
708-283-3015 (Office)
708-283-3017 (Fax)

02/12/2018



Job Title: **Revenue Computer Audit Specialist**
Agency: **Revenue**
Closing Date/Time: **Wed. 02/21/18 5:00 PM Central Time**
Salary: **\$5,770.00 - \$8,873.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 16969**

Under administrative direction, provides extensive technical assistance to state-wide and out-of-state Audit Bureau Staff; provides direction and guidance regarding specific situations involving computer assisted audit (CAA) methods and statistical sampling; prepares procedure manuals and other research materials relating to computer assisted audit methods and statistical sampling; develops, coordinates and participates as an instructor in formal classroom training classes and seminars involving CAA methods and statistical sampling; assists lead auditors in conducting highly complex tax audits involving computerized systems using special audit software

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/12/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-11-104471**

Under direction, preforms professional human resources assignments in the Technician Selection Program (TSP), Bureau of Recruitment and Selection, Office of Human Resources, DHS. Administers segments of the Technician Selection examination at remote locations; scores and ranks applicants. Organizes activities and travel to remote testing sites.

*Bureau of Employee Services
Michelle Julian
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

02/12/2018



Job Title: **Behavioral Analyst I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-75-104290**

Under general supervision of the Psychology Director, performs professional behavioral analysis and modification services for individuals with intellectual disabilities. Develops and implements behavior analysis programs; trains program delivery staff in behavior analysis techniques; develops program recommendations for inter-disciplinary or multi-disciplinary team review; serves as a member of the inter-disciplinary team. Provides habilitation programming for individuals with intellectual disabilities. Integrates facility and community based services to meet each individual's needs; writes programs and schedules, conducts in-service training to enhance staff understanding of and ability to provide active habilitation; serves on facility Human Rights Committee and Behavior Intervention Committee.

8:00 AM to 4:30 PM, Monday through Friday with one early shift; one late shift; and, one weekend day per month.

Contact:

Shapiro Personnel Office, 100 E. Jeffery St, Kankakee, IL 60901 (fax: 815-939-8560).

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

02/12/2018



Job Title: **Senior Public Service Administrator - Opt 7**
Agency: State Police
Closing Date/Time: Wed. 02/14/18 4:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **21-31-ISP18-024**

Subject to management approval, performs highly responsible professional duties as a deputy laboratory director of a large metropolitan-regional forensic science laboratory. Supervises staff assigned to the forensic science laboratory. Ensures that the highest level of quality case analysis and output are maintained.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

02/12/2018



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CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.**



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center
 -

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
 - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.