



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**4800 W Chicago Ave,  
Chicago, IL 60651  
TEL: 773-378-5902  
FAX: 773-378-5903**

**Oak Park Office  
816 S Oak Park Ave, Suite A  
Oak Park, IL 60304  
TEL: 708-445-FORD (3673)**

**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



1. **Job Title: UNARMED SECURITY OFFICER - CARDISS COLLINS (O'HARE AIRPORT)**

- **Description:** Observe and report suspicious activities and persons
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Reporting skills in order to adequately protect people and property, security guards must know and enforce rules and regulations to prevent criminal activity before it happens.
- Monitor points of access in a building or property to allow entry only to individuals with the correct identification or authorization. In some situations, such as public events or crowded areas, they walk among visitors to promote order and provide a visible presence that deters safety issues.
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance

**Agency:** Command Security Corporation

**Salary:** \$12.10 an hour

**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/Command-Security-Corporation/jobs/Unarmed-Security-Officer-cfe3fe6dcf7f8d4c>

**Work Hours:** N/A

**How to apply:** Indeed.com

2. **Job Title: Project Manager**

**Description:** Attend initial customer meetings with the sales force and Account Manager to define location requirements, define product requirements, review product designs, initiate preliminary surveys, coordinate the production of artwork, develop production approach, develop and recommend pricing parameters, incorporate all issues into the initial proposal or final bid for customer approval, and establish the initial WinDMS database.

**Agency:** Icon Identity Solutions

**Salary:** \$38,000-45,000.00

**Job Type:** Full-Time

**Contact:**

[https://aurico.pstprod.peoplestrategy.com/jobseeker/view\\_req.php?reqid=659&refid=0&jbid=8&ERCSESSID=sdf7k87u652etaee2itceip3](https://aurico.pstprod.peoplestrategy.com/jobseeker/view_req.php?reqid=659&refid=0&jbid=8&ERCSESSID=sdf7k87u652etaee2itceip3)

**Work Hours:** N/A

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**How to apply: Indeed.com**

3. **Job Title: Inside Sales Representative**

**Description:** As an **Inside Sales Rep at Endurance** , you will answer inbound call/leads, as well as respond to requests for quotes from potential customers who are interested in buying/learning about our Vehicle Service Contracts. Your primary responsibility and goal will be to persuasively convince potential customers *to buy now!!*

**Agency:** Endurance

**Salary:** \$100,000 a year

**Job Type:** Full-Time

**Contact:** [http://www.indeed.com/cmp/Endurance-Warranty-LLC/jobs/Inside-Sales-Representative-71b678310b9ac3cd?sjdu=QwrRXKrqZ3CNX5W-O9jEvc892U\\_p2Lkh-iT3eLKjIlID019yHEHLoH3T3SzdExQifhLorJCHLr5NT167nXxLXCBFdU-9JCS5iMTnMfMvzSCs](http://www.indeed.com/cmp/Endurance-Warranty-LLC/jobs/Inside-Sales-Representative-71b678310b9ac3cd?sjdu=QwrRXKrqZ3CNX5W-O9jEvc892U_p2Lkh-iT3eLKjIlID019yHEHLoH3T3SzdExQifhLorJCHLr5NT167nXxLXCBFdU-9JCS5iMTnMfMvzSCs)

**Work Hours:** N/A

**How to apply: Indeed.com**

4. **Job Title: Retail Sales Consultant**

**Description:** As a Retail Sales Consultant, you will belong to a team of friendly experts in a fast-paced environment. Working as a team, you will represent our products through exceptional customer service; always displaying a positive, outgoing personality, while being knowledgeable about the products and services we sell.

Your passion for technology and superior customer service also has its rewards. Start with the paycheck: base plus commission.

**Agency:** AT&T

**Salary:** \$35,000 - \$45,000

**Job Type:** Full-Time

**Contact:**

<http://www.indeed.com/viewjob?jk=ba755217e12bed7f&l=Chicago%2C+IL&tk=1agq6nf6kaer98jf&from=web>

**Work Hours:** N/A

**How to apply: Indeed.com**

5. **Job Title: Housing Quality Standards (HQS) Inspector**

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1. **Description:** Pull schedule and inspection information for upcoming work shift.
2. Conducting all types of inspections: Initial Inspections, Annual Inspections, Re-Inspections, Complaint Inspections, Abatement Inspections.
3. Collect and transmit data using the hand-held tablet (2 lbs.).
4. Safely travel between inspections.
5. **Agency:** Quality Inspection Solutions

**Salary:** \$ 20 or \$25

**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/jobs?q=&l=Chicago%2C+IL&start=50>

**Work Hours:** N/A

**How to apply:** Indeed.com

6. **Job Title: Advertising Sales**

**Description:** EPPG is looking for an individual to develop and maintain our **Chicago Illinois (Southern Cook, DuPage, and Kane counties)** territory. A strong background in outside sales and advertising, the drive to develop new business while maintaining an existing customer base are qualities we are looking for to join our team.

**Agency:** EBSCO Professional Partnership Grou

**Salary:** \$30,000

**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/EBSCO-Professional-Partnership-Group/jobs/Advertising-Sales-6b3ddc03dc07570c?sjdu=QwrRXKrqZ3CNX5W-O9jEvRdZllpFujccdPDQb83BNZMRQ7P3T9HV2JvWTTmVP63M2fgODyeSMn3VUZyfTiIMnQwFHsa8aJYbjSJvP0bC-dMTbQ4RFg00m5I-jheSnvx>

**Work Hours:** N/A

**How to apply:** Indeed.com

7. **Job Title: SEIZED PROPERTY SPECIALIST**

- **Description:** Providing administrative support and guidance to the seized property program in the areas of commercial operation, inspections and investigative functions.

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- Implementing and executing laws that prohibit the entry of illegal narcotics, goods and restricted merchandise.
- Providing inventory, custody, management and disposition of seized and forfeited property within an area of jurisdiction.
- Ensures that all seized property stored complies with packaging, labeling and storage requirements.
- Providing members of the Headquarters Contracting Officer's Representative (COR) team with information regarding contractor's responsibilities and performance under the nation contract for storage and sale of seized property.

**Agency:** CUSTOMS AND BORDER PROTECTION

**Salary:** \$48,968.00 to \$63,654.00

**Job Type:** Full-Time

**Contact:** <https://www.usajobs.gov/GetJob/ViewDetails/435595100/>

**Work Hours:** N/A

**How to apply:** Indeed.com

8. **Job Title: Customer Service Representative**

- **Description:** Receive, review, and process customer orders
- Receive, review, and process customer delivery schedule changes
- Confers with staff and assists to coordinate activities of project to ensure project progresses on schedule
- Review incoming status reports and modifies plans as required

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- Prepares project reports for management, customers, and others
- Effectively communicate the status of sales orders with customers, sales reps, and others
- Accurately enter: phoned, faxed, or emailed purchase orders
- Responsible for data accuracy and quality of own work
- Adhere to Company Policies
- Present a professional image at all times to customers and vendors.
- Perform other related duties as instructed by Management

**Agency:** MJ Celco

**Salary:** \$38,000 - \$42,000

**Job Type:** Full-Time

**Contact:** <https://celco.prevueaps.com/jobs/26259-17235.html>

**Work Hours:** N/A

**How to apply:** Indeed.com

9. **Job Title: Customer Service Representative**

**Description:** -Communicating with customers via phone, email and chat

-Processing orders

-Providing knowledgeable answers to questions about product, pricing and availability

-Working with our shipping and production team to meet customer's needs

-Working with customers to resolve product returns, shipping inquiries and order status questions

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**Agency:** Sleep On Latex

**Salary:** \$35,000 a year

**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/Shevick-Sales-Corp/jobs/Customer-Service-Representative-de95517d88559afe>

**Work Hours:** N/A

**How to apply:** Indeed.com

10. **Job Title: Workflow Assistant**

**Description:** Review reports for spelling and grammar mistakes  
Answer phones  
Enter new cases and update current ones  
Respond to new case referrals  
Track and maintain case inventory  
Coordinate and manage shipping of products  
Handle and secure evidence  
Maintain workflow through the office  
Occasional Intelligence Liaison duties  
Other duties as may be assigned from time to time

**Agency:** DigiStream Investigations, Inc

**Salary:** \$14 an hour

**Job Type:** Full-Time

**Contact:** [http://www.indeed.com/cmp/DigiStrem-Colorado,-Inc./jobs/Workflow-Assistant-c88c6944d45c8f76?sdu=QwrRXKrqZ3CNX5W-O9jEvRE4R4tf7PSRk8ATR6H8k3IEWdML\\_2h3pxs4Qm0CpXmT8ajLXDe8h2st1XdOXIFMBw](http://www.indeed.com/cmp/DigiStrem-Colorado,-Inc./jobs/Workflow-Assistant-c88c6944d45c8f76?sdu=QwrRXKrqZ3CNX5W-O9jEvRE4R4tf7PSRk8ATR6H8k3IEWdML_2h3pxs4Qm0CpXmT8ajLXDe8h2st1XdOXIFMBw)

**Work Hours:** N/A

**How to apply:** Indeed.com

11. **Job Title: Technician Apprentice**

- **Description:** : Ability to read, write and effectively communicate in English
- Possess a valid driver's license that meets company MVR and insurance standards
- Clean criminal background
- Ability to lift 50-75 pounds on a daily basis
- Comfortable with heights and ladders

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**Agency:** Filter Services Inc  
**Salary:** \$800 - \$1,000 a week  
**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/Filter-Services-Inc./jobs/Technician-Apprentice-3346bf5ca636b23f?sdu=QwrRXKrqZ3CNX5W-09jEvUzVNu4SdAfeVRWoZazBs001HClOguVdm8prNrV54RP1muTIUO5sc-4ltossVQeVOTQ2b9lI319ZICwwVlqdchs>

**Work Hours:** N/A  
**How to apply:** Indeed.com

12. **Job Title: Group Counselors and Lifeguards/Pool Staff**

**Description:** Tamarak Day Camp is looking for awesome counselors and pool staff for their summer day camp. Enjoy working with other wonderful young adults in a traditional day camp. You are literally "paid to play" as you lead your camper's through their daily activities.

**Agency:** Tamarak Day Camp  
**Salary:** \$8.25  
**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/Tamarak-Day-Camp/jobs/Group-Counselor-Lifeguard-Pool-Staff-708136c86c1a9f66?sdu=QwrRXKrqZ3CNX5W-09jEveMqhrUW9gXT1kK8vjg1itJtOiev1bSohrweXAcEjGGwlyhc8U0c2HWRdgU0U4nyEEv7OzocJCH9kecgOfDoSF3g4H1cSYiu5jjGPAj2tqeU>

**Work Hours:** N/A  
**How to apply:** Indeed.com

13. **Job Title: PSE MAIL PROCESSING CLERK**

**Description:** Makes one or more sortations of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme. 2. On a rotation basis, performs all of the following duties: loads mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed; sweeps separated mail from bins stackers; and stops equipment when distribution run or operation is completed. Runs machine reports, clears jams and contacts maintenance for assistance when required. 3. Prepares work area, ensuring all necessary support equipment and materials, including labels, trays, and other containers, are

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in place. 4. Removes sorted mail from bins or separations and places into appropriate trays or containers for further processing or dispatch based on knowledge of operating plans and dispatch schedules, or at the instruction of supervisors or expeditors; may riffle or verify mail to ensure sortation accuracy as needed. 5. In addition, may perform any of the following duties: provide service at public window for non-financial transactions; maintain records of mails; examine balances in advance deposit accounts; and record and bill mail requiring special service. 6. Follows established safe work methods, procedures and safety precautions while performing all duties. 7. Performs other duties as assigned.

**Agency:** United States Postal Service

**Salary:** \$15.63 an hour

**Job Type:** Full-Time

**Contact:**

<http://www.indeed.com/viewjob?jk=0c5b785fabacf2b0&l=Chicago%2C+IL&tk=1agq8q3tcaer9cr4&from=web>

**Work Hours:** N/A

**How to apply:** Indeed.com

#### 14. **Job Title: Customer Service Representative**

**Description:** CSR responds to and services customer calls via an inbound ACD system or emails via an email routing client

2. Ability to educate and inform customers on account related billing questions, concerns and all requests  
Ability to adept and willing to service customers in challenging situations who may not present the most calm demeanor

3. Effective keyboarding and business computer skills with the ability to type at least 35 wpm minimum

4. Ability to research and analyze inquiries and concerns and communicate the information required for the caller to take the appropriate action in resolving their billing and water situation.

5. Has the aptitude and competency to conduct in-depth account review and use critical thinking to resolve problems

6. Ability to appropriately escalate issues to appropriate team leaders, managers, and city personnel

7. Must have a professional demeanor at all times (no tone issues, no abrasive delivery of conversation).  
Must be able to deal with angry water consumers, remain positive, pro-active and helpful demeanor to customers, colleagues and the client

**Agency:** The William Everett Group

**Salary:** 13 an hour

**Job Type:** Full-Time

**Contact:** \$13.00 /hour

**Work Hours:** N/A

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**How to apply: Indeed.com**

15. **Job Title: Executive Assistant/Office Administrator**

- **Description:** Management of the President's personal and business calendar;
- Interfacing with internal and external parties as needed to establish appointments and arrange meetings and teleconferences;
- Preparing written correspondence, documents and reports;
- Answering phones and assisting with other office duties;
- Provide support services to RH team including accounting and operations managers;
- Manage office and all maintenance and supply needs;
- Facilitate special projects for the company president;
- Perform light HR duties including overseeing HR and Benefits Programs, maintaining company birthday and Dream Team programs, updating and maintaining employee records, furnish on-boarding staff with welcome letter and first day buddy program.

**Agency:** Robinson Hill

**Salary:** \$55,000 a year

**Job Type:** Full-Time

**Contact:** [http://www.indeed.com/cmp/Robinson-Hill,-Inc./jobs/Executive-Assistant-Office-Administrator-a841f3372b9acf20?sdu=QwrRXKrqZ3CNX5W-O9jEve5cnG7RSLXog47uFecvtXZhGeyZKyBdEuO9INw\\_bHqRcGHvG1GWDxJfWw1j\\_Oi6\\_p0SsfLca1iMf2v9SQkl-qmg6nTn7DiwUtiRHjDI2AXL](http://www.indeed.com/cmp/Robinson-Hill,-Inc./jobs/Executive-Assistant-Office-Administrator-a841f3372b9acf20?sdu=QwrRXKrqZ3CNX5W-O9jEve5cnG7RSLXog47uFecvtXZhGeyZKyBdEuO9INw_bHqRcGHvG1GWDxJfWw1j_Oi6_p0SsfLca1iMf2v9SQkl-qmg6nTn7DiwUtiRHjDI2AXL)

**Work Hours:** N/A

**How to apply: Indeed.com**

16. **Job Title: Outside Sales Executive**

**Description:** True Payment Solutions, Inc. is an innovative provider of payment processing services to small and medium size merchants in the United States. We provide Card Processing and ATM Services in an efficient cost effective professional approach. As an Outside Sales Executive, you will be responsible for continuously building business relationships with new and existing clients.

Have you outgrown your current position? Are you working too hard for too little? Would you like to explore a career that offers great rewards for your level of motivation? Do you love to sell? Do you pride

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yourself on building relationships and your ability to connect and communicate? Are you looking for an opportunity to take your earning potential to the next level? True Payment Solutions is looking for individuals with these exceptional qualities to partner with our sales team.

**Agency:** True Payment Solutions, Inc

**Salary:** \$70,000 a year

**Job Type:** Full-Time

**Contact:** [http://www.indeed.com/cmp/True-Payment-Solutions,-Inc/jobs/Outside-Sales-Executive-beddcae20239aa7f?sdu=QwrRXKrqZ3CNX5W-O9jEvXEhsbPaE7k4Cq3RzuhUWx9r6ZqipgFkIV1yIpf0gZm-RD7TQsBiJ6HEKdjZwWlPnUfWM97\\_d8u3S\\_xymo6hpEE](http://www.indeed.com/cmp/True-Payment-Solutions,-Inc/jobs/Outside-Sales-Executive-beddcae20239aa7f?sdu=QwrRXKrqZ3CNX5W-O9jEvXEhsbPaE7k4Cq3RzuhUWx9r6ZqipgFkIV1yIpf0gZm-RD7TQsBiJ6HEKdjZwWlPnUfWM97_d8u3S_xymo6hpEE)

**Work Hours:** N/A

**How to apply:** [Indeed.com](http://www.indeed.com)

17. **Job Title: Administrative Assistant**

**Description:** Busy Real Estate Firm in the Northwest Suburbs seek a motivated, innovative Admin to handle interaction with Public and Agent/Brokers. Ideal skills include multi-tasking, outgoing personality, patience, computer skills, social media familiarity, Background with Word Suite including Publisher, some MAC background and/or Graphic Design a plus. Ability to answer phones and manage expectations in a pleasant manner. Flexible hours, 35-40 hours a week, but must have ability to work one full (9-5) weekend day a week. 401K plan with 2% contribution, 5 paid vacation days a year, but no other benefits.

**Agency:** Berkshire Hathaway HomeServices Visions Realty

**Salary:** \$15 an hour

**Job Type:** Full-Time

**Contact:** <http://www.indeed.com/cmp/Prudential-Visions-Realty/jobs/Administrative-Assistant-85e00b9f36d14948>

**Work Hours:** N/A

**How to apply:** [Indeed.com](http://www.indeed.com)

18. **Job Title: Fitness Attendant**

- **Description:** Design and deliver fitness programs that meet individual members' needs.
- Represent the YMCA by utilizing tools and information to increase member knowledge of fitness as well as other programs provided through the YMCA (handouts, charts, brochures, etc.).

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- Develop and maintain professional relationships with members by providing personal attention every shift to all participants through a proactive approach.
- Provide assistance/guidance and make an effort to acknowledge all members in the fitness room.
- Instruct members on correct position and body alignment to prevent injuries.
- Responds to, and reports, accidents and incidents. Reports equipment problems.
- Attends staff meetings and trainings. Maintains current certifications.
- Discusses and promotes all YMCA programs. Motivates members to commit to long-term participation.
- Report any items that may provide a health or safety hazard to staff, members or guests to your supervisor or the person responsible for those items at your site.
- Follow all policies and procedures related to keeping children safe in our facilities and programs, including those related to managing visitors and guests at our facilities.
- Report any suspicious behavior and violation of policy and procedures to your supervisor.
- Complete all child abuse prevention training as required.
- Support the YMCA's mission and center operations as needed.

**Agency:** YMCA of Metro Chicago

**Salary:** N/A

**Job Type:** Full-Time

**Contact:** [https://careers-ymcachicago.icims.com/jobs/8008/fitness-](https://careers-ymcachicago.icims.com/jobs/8008/fitness-attendant/job?mode=job&iis=Job+Board+-indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)

[attendant/job?mode=job&iis=Job+Board+-](https://careers-ymcachicago.icims.com/jobs/8008/fitness-attendant/job?mode=job&iis=Job+Board+-indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)

[indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false](https://careers-ymcachicago.icims.com/jobs/8008/fitness-attendant/job?mode=job&iis=Job+Board+-indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)

[&jan1offset=-360&jun1offset=-300](https://careers-ymcachicago.icims.com/jobs/8008/fitness-attendant/job?mode=job&iis=Job+Board+-indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)

**Work Hours:** N/A

**How to apply:** [Indeed.com](https://www.indeed.com)

19. **Job Title: Accounting Assistant**

**Description:** Perform Accounts Receivable (AR) duties, including:

\*Maintain AR records

\*Receive and process payments

\*Follow up on aging of customer invoices

\*Verify count of daily receipts to be deposited\*Prepare and record bank deposits.

\*Establish and maintain appropriate Accounts Payable and Accounts Receivable files. Maintain records through filing, retrieval, retention, storage, compilation, coding, updating, and purging

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- \*Enter and maintain financial information using various software packages, such as spreadsheets, relational databases, and accounting software programs (e.g. Great Plains / Dynamics GP)
- \*Reconcile accounts and assist in the compilation of reports
- \*Respond to inquiries, reviewing accounting transactions to locate and resolve discrepancies
- \*Operate office equipment such as photocopier, fax machine, scanner, phone, adding machine, and calculator
- \*Maintain knowledge of all company products and services as well as customer issues and needs through ongoing training and self-directed research
- \*Adhere to company policies, procedures, and reporting requirements
- \*Perform other administrative or corporate duties upon request

**Agency:** Rising Medical Solutions, Inc

**Salary:** \$14 - \$16 an hour

**Job Type:** Full-Time

**Contact:** \$14 - \$16 an hour

**Work Hours:** N/A

**How to apply:** [Indeed.com](https://www.indeed.com)

20. **Job Title: Customer Care Chauffer**

- **Description:** Fully listen to our customers to understand any cause to their concern or frustration
- Manage a portfolio of customers and follow up with them from point-of-sale onward
- Control a high volume of calls with customers who are having issues with our product or process
- Educate customers about anything related to ForeverCar with a smile
- Understand our product forwards and back to ensure customers never slip through the cracks- "I don't know" is always "I'll find out!"
- Provide friendly, responsive, and enthusiastic service- keeping our customers wellbeing at the heart of every conversation
- Document recurring issues and provide feedback to our Sales Associates
- Work with managers to improve process and drive customer satisfaction

**Agency:** ForeverCar

**Salary:** \$15 an hour

**Job Type:** Full-Time

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**Contact:** <http://www.indeed.com/cmp/PeopleFoundry/jobs/Customer-Care-Chauffeur-3ada5bf1f9f2a9b8>

**Work Hours:** N/A

**How to apply:** Indeed.com

## **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;

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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**

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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
  -

### **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?**

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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.
- 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?**

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- 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.

**10 REASONS TO CONSIDER JOINING THE ARMED FORCES**

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.

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1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

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2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training



opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

#### Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

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10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).

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