



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

05/28/2017



Job Title: Account Clerk II (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 06/09/17 4:00 PM Central Time
Salary: \$2,854.00 - \$3,917.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-81-101336

Under direct supervision, performs financial transactions for the Recipient Trust Fund; records all receipts and disbursements made by recipients into appropriate accounts; maintains recipients files; answers telephone calls relating to recipient accounts/balances.

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095; Fax: 847-429-4933

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05/28/2017



Job Title: Account Technician I (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Wed. 06/07/17 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
\$37,488.00 - \$52,824.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-56-101371

Under general supervision, performs technical accounting work; maintains records as relates to an electronic accounting system. Assists the Business Administrator in maintaining a complex accounting system; prepares difficult reports and statements.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/28/2017



Job Title: Account Technician I (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Wed. 06/07/17 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1720013-200224

Under general supervision, performs technical accounting and auditing functions involving the maintenance of complex state and federally funded accounts for the Department.

Contact:
Shirley Treseler
406 E. Monroe, Station 440
Springfield, Illinois 62701
217-524-4391
Fax: 217-785-1765
Email: Shirley.Treseler@illinois.gov

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05/28/2017



Job Title: **Account Technician II**
Agency: Transportation
Closing Date/Time: Fri. 06/02/17 4:30 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IPR#41902**

Under direction of the Financial Services Manager, directs the auditing, coding review, and scheduling functions of the Financial Services Sub-Unit; ensures accurate and timely processing of invoices for the entire district; identifies causes of backlogs and implements corrective action; matches receiving documents and other source documents to invoice and distributes to other staff members for processing; maintains record of all authorizations and purchase orders received for specific items from commercial vendors; complies with departmental safety rules.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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05/28/2017



Job Title: **Account Technician II**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 06/05/17 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **FO0429**

Under direction, conducts technical accounting activities in the examination and analysis of entries to Key Information Delivery System (KIDS), the Department's Accounting System, and Client Information System (CIS) financial files and documents; responds to inquiries and assists with projects that involve extensive research of child support/client payments; conducts on-the-job training of technical accounting staff; reviews batches recorded by technical accounting staff to verify procedures were followed and accounts credited; determines if payments should be returned to payer for additional information or suspended and completes documentation.

Contact Person:
Linda Stout
Bureau of Fiscal Operations
2200 Churchill Road, Building A-2
Springfield, Illinois 62702

217-785-9845 Office
217-782-1199 Fax

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05/28/2017



Job Title: **Accountant Advanced**
Agency: Human Services
Closing Date/Time: Thu. 06/01/17 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-40-101249**

Under direction of the supervisor of the Contract and Budget management Disbursement Unit, performs complex accounting and auditing work with the implementation of fund disbursement processes, relative to providers and specific to the Division of Alcoholism and Substance Abuse operations. Compiles and prepares complex financial reports; provides technical assistance to vendors regarding payment issues and processes.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/28/2017



Job Title: **Administrative Secretary**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$34,911.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **190**

Under general supervision, the Administrative Secretary verifies citations in draft dispositions by using reporters, statute books, treatises, and on-line material; edits drafts for substance, style, and grammar, spelling, and word choice; recognizes discrepancies in draft disposition's characterization of case or material; and tracks progress of various projects. The duties include all general office, including vouchering payment, answering and routing phone inquiries, photocopying, faxing, e-mail, transcription, word processing, data entry on case-management system, filing, making labels and folders, ordering supplies, maintaining library, inventory, and other duties, as assigned.

8:30 a.m. - 4:30 p.m
Fourth District Appellate Courthouse
201 West Monroe Street
Springfield, IL 62794

Shirley Wilgenbusch
(217) 558-6789

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05/28/2017



Job Title: **Assistant Inspector General**
Agency: Executive Inspector General *
Salary: \$4,167.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **03292016**

POSITION SUMMARY: Under management direction of the Deputy Inspector General and/or Deputy Inspector General and Chief, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act, conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. 5:00 p.m.
Office of Executive Inspector General
607 E. Adams
Springfield, IL 62701

Human Resources
312.814.1789

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05/28/2017



Job Title: **Automotive Mechanic - Opt 1**
Agency: Central Management Services
Closing Date/Time: Fri. 06/09/17 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC451**
Bid ID#: **CMS 15658**

Under direct supervision of the Suburban North Garage Automotive Shop Supervisor, performs skilled mechanical repairs of passenger vehicles and light duty trucks, employing standard trade practices and procedures well established in the automotive industry. Inspects and performs major repair and maintenance to various systems and other components requiring service. Operates diagnostic electronic testing equipment. Completes and submits to the supervisor shop records and reports. Performs basic upkeep and maintenance duties for the work area.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL
217-558-3093
217-558-5943 Fax

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05/28/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Historic Preservation
Closing Date/Time: Mon. 06/12/17 5:00 PM Central Time
Salary: \$9.00 - \$9.00 hourly
Job Type: Temporary
Location: Madison County, Illinois
Number of Vacancies: 1
Bid ID#: HPA1718

Under immediate supervision of the Site Manager and on a temporary basis not to exceed 6 months, performs a variety of unskilled manual labor, maintenance and janitorial duties at the historic site.

Agency Contact:

Historic Preservation Agency / Human Resources
313 S 6th St
Springfield, IL 62701
217-524-1282

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05/28/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Sangamon County, Illinois
Number of Vacancies: 400
Bid ID#: 257

TEMPORARY EMPLOYMENT ONLY for the Division of Fairs & Promotional Services.

Under immediate supervision and on a temporary basis for a period not to exceed six months, performs a variety of unskilled manual labor and/or simple clerical duties at the Illinois State Fairgrounds in Springfield. Involves responsibility only for performing work promptly and efficiently.

IL Dept of Agriculture
Bureau of Human Resources
John R. Block Building
IL State Fairgrounds
Springfield, IL 62794
(217) 785-5099

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05/28/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: 300
Bid ID#: 259

Temporary employment only.

Under immediate supervision, for a period not to exceed 6 months, performs a variety of unskilled manual labor in maintenance and/or simple clerical duties at the DuQuoin State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832
618-542-1515

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05/28/2017



Job Title: **Correctional Casework Supervisor**
Agency: **Corrections**
Closing Date/Time: **Wed. 05/31/17 4:00 PM Central Time**
Salary: **\$5,175.00 - \$7,816.00 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-89-17-0004**

Under general direction of the Clinical Services Supervisor; supervises delivery of counseling and casework services to offenders; supervises, assigns, directs, and evaluates work of correctional counselors and assigned clerical staff; evaluates professional development of staff; completes performance evaluations; imposes discipline (counseling, oral reprimands); refers for more severe disciplinary actions; approves or denies time off; administers provisions of the union contract or personnel rules; serves on various institutional committees; reviews and ensures compliance of policies and procedures.

WORK HOURS: Monday - Friday, 8:00 a.m. - 4:00 p.m.

LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436

CONTACT: Cathy Schaller, HR Representative

2848 W. McDonough St.

Joliet, IL 60436

Ph.: (815) 730-4400 ext. 2007

Fax: (815) 730-4401

Email: cathy.schaller@doc.illinois.gov

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05/28/2017



Job Title: **Correctional Counselor I (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Fri. 06/02/17 4:00 PM Central Time**
Salary: **\$3,957.00 - \$5,854.00 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-89-17-0012**

Under direct supervision of the Correctional Casework Supervisor, performs beginning level professional duties providing counseling and guidance services to offenders; performs routine beginning level case management duties as outlined by facility; participates in recommending and reviewing treatment plans; assists in developing and implementing reentry assessment goals; receives formal and on-the-job training for increased responsibilities and job proficiency. IDOC-29-89-17-0012

WORK HOURS: TBD

LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436

CONTACT: Cathy Schaller, HR Representative

2848 W. McDonough St.

Joliet, IL 60436

Ph.: (815) 730-4400 ext. 2007

Fax: (815) 730-4401

Email: cathy.schaller@doc.illinois.gov

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05/28/2017



Job Title: Correctional Lieutenant (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Mon. 06/05/17 4:00 PM Central Time
Salary: \$4,904.00 - \$7,396.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: 2
Plan/BU: CU500
Bid ID#: IDOC-29-80-17-0038/0356

Under general supervision, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of inmates; monitors compliance with Departmental Rules, Administrative Directives and Institutional Policies.

Sheridan Correctional Center
Faith Ann DiRosa, Human Resources Representative
4017 E. 2603rd Road
Sheridan, IL 60551
Ph: 815-496-2181
Fax: 815-496-2931

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05/28/2017



Job Title: **Corrections Identification Technician**
Agency: **Corrections**
Closing Date/Time: **Wed. 05/31/17 4:00 PM Central Time**
Salary: **\$3,994.00 - \$5,867.00 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-89-17-0007**

Under general supervision of the Assistant Warden of Operations (Senior Public Service Administrator); assists in conducting a program of fingerprint and photographic identification at the Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

WORK HOURS: Monday - Friday, 8:00 a.m. - 4:00 p.m.
LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
CONTACT: Cathy Schaller, HR Representative
2848 W. McDonough St.
Joliet, IL 60436
Ph.: (815) 730-4400 ext. 2007
Fax: (815) 730-4401
Email: cathy.schaller@doc.illinois.gov

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05/28/2017



Job Title: **Corrections Laundry Manager I**
Agency: **Corrections**
Closing Date/Time: **Tue. 06/06/17 3:00 PM Central Time**
Salary: **\$4,351.00 - \$6,577.00 monthly**
Job Type: **Full-Time**
Location: **Logan County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-88-17-0198**

Under general supervision of the Assistant Warden of Operations, Sr. Public Service Adm., exercises managerial responsibility for the operation of an institution laundry at Logan Correctional Center; assists Lincoln Correctional Center and the Springfield Training Academy, which includes planning and coordinating schedules and directing inmate workers.

AGENCY CONTACT:
LAUREL MENDENHALL/HUMAN RESOURCES REPRESENTATIVE
1096 1350TH STREET
LINCOLN, ILLINOIS 62656
217-735-5581 EXT. 219

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05/28/2017



Job Title: Corrections Medical Technician (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$3,817.00 - \$5,654.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDOC 29-85-16-0632

Under general direction, independently performs a variety of skilled practical nursing functions for physically and mentally ill or mentally handicapped patients in a correctional health care unit; makes rounds with physician to monitor and report on patient's progress; examines and interprets symptoms of residents; orders medical and other supplies for unit; prepares and administers medication.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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05/28/2017



Job Title: **Activity Program Aide II**
Agency: Veterans Affairs
Closing Date/Time: Fri. 06/02/17 4:00 PM Central Time
Salary: \$2,719.00 - \$3,779.00 monthly
Job Type: Full-Time
Location: Adams County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-120-17-199**

Under general supervision of the Volunteer/Activities Supervisor, plans and carries out a part of the Activity Therapy program at the Illinois Veterans Home-Quincy. Plans individual and group activities suitable for geriatric residents. Supervises group activity, parties and special events. Guides, leads and instructs residents in specific activity, encouraging individual interest in participation. Observes behavior, reactions and progress of individuals and informs supervisor of significant changes. Assumes responsibility for unit activity programs and special gatherings. Assumes responsibility for preparing activity area, equipment and supplies for the daily program and special events. Keeps supplies and equipment in order. Maintains activity records and prepares reports as requested.

Apply to:
Illinois Veterans' Home @ Quincy
Human Resources Office
1707 N. 12th
Quincy, IL 62301
Ph: 217-222-8641 ext 204/217
Fax: 217-222-2961

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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.

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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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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

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- 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?

- 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.

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drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
- You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610

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