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

10/31/2017

Job Title:	Steamfitter
Agency:	Corrections
Closing Date/Time:	Mon. 11/06/17 3:00 PM Central Time
Salary:	$39.20 - $41.36 hourly
Job Type:	Full-Time
Location:	Brown County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	IDOC 29-99-17-0227

Under general supervision of the Stationary Engineer-Chief, performs journey level skilled tasks in installing, repairing, operating, altering, and maintaining air handling and Heating, Ventilation, Air-conditioning, and Refrigeration (HVACR) equipment; performs other duties traditionally completed by HVACR service tech pipefitters.

Contact:
Emily Lerch - Human Resources Representative
Western Illinois Correctional Center
2500 Route 99 South
Mt. Sterling, IL 62353
217-773-4441 ext. 250
217-773-2202 fax

10/31/2017

Job Title:	Storekeeper I
Agency:	Human Services
Closing Date/Time:	Fri. 11/03/17 5:00 PM Central Time
Salary:	$3,217.00 - $4,529.00 monthly $38,604.00 - $54,348.00 annually
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-10-103338

Under general supervision of the Warehouse Supervisor, performs storekeeping and warehousing activities for the Iles Campus; assists with receipt and distribution of office furniture and equipment; handles supply orders within Iles Campus; maintains inventory of required forms and office supplies; assists in periodic physical inventory at Iles Campus.

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

10/31/2017

Job Title:	ET V Highways Systems Manager
Agency:	Transportation
Closing Date/Time:	Tue. 11/07/17 4:30 PM Central Time
Salary:	$5,015.00 - $7,085.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	PM-00
Bid ID#:	IPR#42290

This position is responsible for the clearinghouse of highway jurisdictional matters and is accountable for all state and local public agency (LPA) highway jurisdictional changes; assists in the planning, development, maintenance, and fund allocations for the LPA transportation improvement program.

Technical Applications PM1080 rev 6/1/17**__must be received__ by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, November 7, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

10/31/2017

Job Title:	Office Administrator III - Opt 2
Agency:	Public Health
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDPH 49-18-0127

Under direction, supervises a small staff of subordinates engaged in performing a variety of complex, specialized clerical functions requiring the application of agency policies and procedures, including surveillance of state Sperm and Tissue Bank registration requirements and Clinical Laboratories Improvement Act (CLIA) and exhibit independent judgment and initiative in distinguishing among variables and identifying applicable standards and/or performing paraprofessional/technical secretarial and office support functions involving the application of advanced technical knowledge of a major software application program and or a combination of high level clerical and low level professional work. Serves as working supervisor.

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.HRApplications@illinois.gov

10/31/2017

Job Title:	Lottery Sales Representative
Agency:	Illinois Lottery
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$3,969.00 - $5,913.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	LOT 16739

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 607 which encompasses the South Downtown Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

10/31/2017

Job Title:	Building/Grounds Laborer
Agency:	Natural Resources
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC042
Bid ID#:	12-35-5271

Under immediate supervision, performs nonskilled cleaning tasks and manual grounds and building labor; including but not limited to scrubbing, waxing and polishing floors; washing windows; cleaning and maintaining restrooms; maintaining lawns; snow removal; trash duties; conducting rounds of various sites to ensure facility safety; and assisting in the upkeep of Agency vehicle fleet; tasks will be performed at various state Historic sites in Springfield.

WHERE TO APPLY
Department of Natural Resources
Division of Historic Preservation
Attn: Justin Blandford
1 Old State Capitol Plaza
Springfield, IL 62701
Phone: 217-622-5279

10/31/2017

Job Title:	Life Sciences Career Trainee - Opt E (Upward Mobility Target Title)
Agency:	Environmental Protection Agency
Closing Date/Time:	Tue. 11/07/17 5:00 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:	RC062
Bid ID#:	15-0078

Under direction of the working Supervisor, Leaking Underground Storage Tank Section (LUST) Unit A, in the Remedial Project Management Section (RPMS), receives LUST training for six to twelve months duration, receiving work assignments designed to review for technical adequacy, consultant/contractor proposals for remediation; training in reviewing bills submitted for reimbursement; and assists higher level specialists giving oral presentations to public and private organizations regarding the LUST Program.

Contact: Linda Traylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/782-2074
Fax: 217/524-6907

10/31/2017

Job Title:	Environmental Protection Specialist I
Agency:	Environmental Protection Agency
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$3,647.00 - $5,342.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	15-0081

Under direction of the working Supervisor, Leaking Underground Storage Tank (LUST) B Unit, in the Remedial Project Management Section (RPMS), reviews for technical adequacy consultant/contractor proposals for remediation; reviews bills submitted for reimbursement and assists higher level specialists giving oral presentations to public and private organizations regarding the LUST Program.

Contact: Linda Traylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276
217/782-2074
Fax: 217/524-6907

10/31/2017

Job Title:	Office Associate - Opt 1
Agency:	Comptroller *
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$2,152.00 - $3,750.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	BBR
Bid ID#:	17-035

Under direction, this position verifies accuracy of payroll vouchers and files; prepares vouchers for warrant writing; processes duplicate tax statement requests for state employees and retirees; oversees W-4 input and address changes for state employee payroll; assists in notifying agencies of employee social security number issues; verifies written payroll warrants, payroll schedules, and daily statistical reports; labels, maintains, and files processed payroll vouchers. Assists in maintaining the workload entering the payroll unit and acts as a back-up for various payroll unit positions.

The CMS Assessment Center is located in the Capital City Training Center, 130 West Mason Street, Springfield, IL. The Office Associate examination is part of the continuous examination program administered by CMS and is open for testing from 8:00 a.m. to 2:00 p.m. Monday through Thursday.

State of IL Comptroller Applications can be found on State of IL Comptroller Susana A. Mendoza website, http://illinoiscomptroller.gov/employment/ or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

10/31/2017

Job Title:	Public Service Administrator - Opt 1
Agency:	Healthcare & Family Services
Closing Date/Time:	Tue. 11/07/17 11:59 PM Central Time
Salary:	$6,141.00 - $9,472.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	DO0072

Subject to management approval, plans, directs, and evaluates the Agency's statewide Procurement program for the Director's Office, Division of Finance, Division of Child Support Services and the Office of the General Counsel; plans and conducts training sessions related to the Department of Central Management Services (CMS) mandated procurement process for originators of contracts and other management staff; independently monitors and coordinates assigned division and bureau procurements from the onset of the Procurement Decision Memorandum (PDM)/Procurement Business Case (PBC) through the execution of contracts

Contact Person:
Rhonda P. Corbin
2946 Old Rochester Rd.
Springfield, IL 62704
(217) 785-9732 Office
(217) 782-8889 Fax

10/31/2017

Job Title:	Office Assistant - Opt 1
Agency:	Environmental Protection Agency
Closing Date/Time:	Thu. 11/09/17 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#:	10-0089

Under general supervision of the Working Supervisor, performs maintenance of the Division's records management system for the Division's paper documents, digitally imaged records, and microfilm; performs related clerical duties within the Division of Records Management Unit A.

Contact: Linda Traylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/782-2074
Fax: 217/524-6907

10/31/2017

Job Title:	Data Processing Technician (Upward Mobility Target Title)
Agency:	Revenue
Closing Date/Time:	Thu. 11/09/17 5:00 PM Central Time
Salary:	$3,027.00 - $4,223.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	DOR 16593

Under general supervision, responsible for carrying out difficult data entry duties in the Exception Processing Unit that require interpreting data and correcting or entering the appropriate codes or summaries of information to be keyed using the Key Entry Ill software, and a Windows application on a personal computer. Initiates and monitors the process of editing completed batches of source documents

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).

10/31/2017

Job Title:	Office Assistant - Opt 1
Agency:	Revenue
Closing Date/Time:	Thu. 11/09/17 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 16595

Under general supervision, receives, verifies for completeness, and sorts written requests resulting from investigations, court orders and subpoenas for certified copies of Illinois tax documents, requests from taxpayers copies of tax documents, and notifications for Division Manager to provide court testimony

Agency Contact:
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239
217-782-9925 Fax

10/31/2017

Job Title:	Office Specialist - Opt 2 (Upward Mobility Target Title)
Agency:	Revenue
Closing Date/Time:	Thu. 11/09/17 5:00 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	DOR 16596

Under general direction, performs a variety of complex and specialized clerical support duties for the Division; develops complex database and spreadsheet record and report applications for systems utilizing an extensive variety of application programs and/or procedural command languages

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).

10/31/2017

Job Title:	Internal Security Investigator II
Agency:	Illinois Lottery
Closing Date/Time:	Thu. 11/09/17 11:59 PM Central Time
Salary:	$5,377.00 - $8,204.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	LOT 16749

Under direction, as a sworn peace officer appointed by the Lottery Director, serves as a team member in the Lottery Internal Investigations Division, to enforce Lottery measures, ensure the integrity of the lottery games and prevent the perpetration of fraud upon the department and the public. Works closely with the Lottery Claims Department and oversees the high-tier validation process. Conducts compliance audits of Lottery retailers, statewide.

Agency Contact:
Lottery Personnel
101 W. Jefferson St., MC 3-970
Springfield, IL 62702
FAX: 217-785-7839 / Phone: 217-524-5382

10/31/2017

Job Title:	Graduate Student Worker (Natural Heritage Resident)
Agency:	Natural Resources
Closing Date/Time:	Fri. 11/10/17 5:00 PM Central Time
Salary:	$1,600.00 / Month
Job Type:	Full-Time
Location:	McDonough County, Illinois
Number of Vacancies:	1
Bid ID#:	12-48-2873

Under general supervision of the Regional Administrator, functions as a 12-month resident fellow. Provides assistance to both the public and private sectors in natural areas preservation, endangered species protection, and natural areas stewardship. Position is for 12 monthly only under the Natural Heritage Resident Program

WHERE TO APPLY
Department of Natural Resources
Attn: Carrie Rapp
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702
217-782-0312

10/31/2017

Job Title:	Employment Security Program Representative (Upward Mobility Target Title)
Agency:	Employment Security
Closing Date/Time:	Fri. 11/10/17 5:00 PM Central Time
Salary:	$3,647.00 - $5,342.00 monthly
Job Type:	Full-Time
Location:	Macoupin County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	RCRA 11998

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment

WHERE TO APPLY:
IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: 217-524-2980
Fax: 217-524-3472

10/31/2017

Job Title:	Carpenter
Agency:	Abraham Lincoln Presidential Library and Museum
Closing Date/Time:	Fri. 11/10/17 11:59 PM Central Time
Salary:	$4,524.00 - $8,233.68 monthly
Job Type:	Exempt
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	PM-00
Bid ID#:	ALP17006

Under direct supervision of the Exhibits Director of the Abraham Lincoln Presidential Library & Museum, performs skilled carpentry work in the construction, maintenance or repair of wooden articles, exhibitions, displays, buildings or equipment; follow established safety rules and regulations and maintain a safe and clean environment; select and order lumber or other required materials.

Interested candidates should apply directly to the agency using the CMS-100 application. Agency will reject all incomplete applications.
Applications should be mailed by the closing date to:
ALPLM - Human Resources
212 N. Sixth Street
Springfield, IL 62701
or
submitted to ALPLM.HR@illinois.gov

10/31/2017

Job Title:	Shorthand Reporter
Agency:	Financial & Professional Regulation
Closing Date/Time:	Tue. 10/31/17 12:00 PM Central Time
Salary:	$25.00 - $100.00 hourly
Job Type:	Temporary
Location:	Cook County, Illinois
Number of Vacancies:	1
Bid ID#:	16734

The Shorthand Reporter PSC will transcribe at a high rate of speed, verbatim testimony given in administrative hearings, prepares and certifies transcriptions of testimony for inclusion in records; furnishes copies of transcriptions to parties upon request. Maintains professional and ethical standards. Salary will be based on past pay and experience.

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

10/31/2017

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

10/31/2017

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.

10/31/2017

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 the13 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?

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?

- 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.

Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you

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