



**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 \*  
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Grange \* LaGrange Park \* Western Springs

11/01/18



Job Title: **Unemployment Insurance Adjudicator II**  
Agency: Employment Security  
Closing Date/Time: Thu. 11/15/18 11:59 PM Central Time  
Salary: \$3,498.00 - \$5,063.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12194**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences or requires four years of experience in investigation and analysis, business labor, or industrial relations or business mathematics with two of the years at the professional level; or requires two years of experience as a Bureau Adjudicator or Intermittent Unemployment Insurance Representative (or their successor titles.) Requires extensive knowledge of interviewing practices and procedures; client rights and obligations to provide effective benefit service to clients; client rights and obligations to provide for the accurate determination and allocation of unemployment insurance funds. Requires working knowledge of those provisions of the Illinois Unemployment Insurance Act impacting on the area of responsibility

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

11/01/18



Job Title: **Staff Development Specialist I**  
Agency: Employment Security  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$4,476.00 - \$6,124.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12192**

Under general supervision, participates in developing and presenting training programs to statewide IDES staff; develops training materials, strategies and programs to help IDES achieve its mission through competency-based training. Conducts follow-up activities to promote transfer of learning to other staff. Responds to inquiries from other Divisions, administrators and interest groups regarding training course content and related information. Participates in evaluating and determining training needs to facilitate individual and group performance improvement.

**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

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

11/01/18



Job Title: Revenue Tax Specialist Trainee - Opt SS (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 19017

Under Immediate supervision, for a period of six to twelve months, participates in an agency-sponsored training program, receiving instruction and on-the-job training in the performance of all phases of the manual and the automated collection process, account adjustment and billing, taxpayer registration, and taxpayer information; completes training which includes indoctrination and instructions in current Illinois State tax laws, rules, and regulations; accepts and completes assignments of increasing difficulty; speaks and/or writes to taxpayers, their representatives or others in Spanish or English regarding the collection process; completes training in the basic data processing concepts; receives on-the-job training in utilization of regulatory or reference materials for the research and analysis of tax returns and supporting documentation; receives training related to communication skills, business writing, telephone and interpersonal competence skills.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

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

11/01/18



Job Title: Revenue Tax Specialist I - Opt SS  
Agency: Revenue  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 19016

Under general supervision, at a developmental level, performs specialized duties in the research, analysis and review of technical, legal or procedural issues concerning all debt administered by the Department of Revenue (DOR); performs specialized collection duties involving in-state and out-of-state accounts; analyzes the Department's tax systems (Gentax); ascertains the status of accounts, independently explains Department actions, policies and requirements to English and Spanish speaking taxpayers or their representatives; determines the total account balance and computes interest on all types of debt for collection purposes

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

11/01/18



Job Title: **Technical Advisor II**  
Agency: Human Rights Commission  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$3,528.00 - \$7,247.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **45252 HRC1018**

May be required to act as Special Asst. Attorney General for the Commission in selected cases and may represent the Commission in court. Drafts substantive amendments to Commission rules. Ensures Commission compliance with the IL Open Meetings Act, the IL Human Rights Act and the State Library Act by ensuring timely posting of minutes, agendas and final decisions to the website. Acts as General Counsel's designee in the General Counsel's stead.

Work Location:  
IL Human Rights Commission  
Suite 5-100 James R Thompson Center  
100 W Randolph Street  
Chicago IL 60601

Agency Contact:  
Dr. Ewa Ewa, Personnel Officer  
Ph: 312-814-6269

11/01/18



Job Title: **Administrative Assistant I - Opt E2**  
Agency: Human Rights Commission  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **00501 HRC1018**

Knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in such related areas as English, pre-law or statistics. Requires one year professional experience in public or private organization or two years experience working in a legal department or for a general counsel in a public or private organization. Ability to organize and present statistical data. Requires good organizational skills.

Work Location:  
IL Human Rights Commission  
100 W Randolph Street, Suite 5-100  
Chicago IL 60601

Agency Contact:  
Dr. Ewa Ewa, Personnel Officer  
312-814-6269

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

11/01/18



Job Title: Office Associate - Opt SS2  
Agency: Human Rights Commission  
Closing Date/Time: Thu. 11/15/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: HRC30015-1018

Serves as receptionist for the Chicago office of the IL Human Rights Commission; answers incoming calls and walk-in inquiries regarding procedures for practicing before the Commission; clarifies legal process and procedures to clientele; processes incoming mail, filings and motions related to current cases; performs a variety of duties related to serving judges orders, processing requests for subpoenas, copying of documents, general filing and mailing of Commission correspondence. Updates the Commission Orders and Decisions and maintains the appearance of the library and reception area.

WORK LOCATION:  
IL Human Rights Commission  
Suite 5-100 James R. Thompson Center  
100 W Randolph Street  
Chicago, IL 60601

AGENCY CONTACT:  
Dr. Ewa Ewa, Personnel Officer  
312-814-6269

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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11/01/18



Job Title: **Educator - Opt C**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 11/15/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0032**

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

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

11/01/18



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 11/01/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 9  
Plan/BU: RC062  
Bid ID#: 10-72-108042-50

Under general direction on an assigned shift and an assigned home in a 24 hour operated facility, supervises, coordinates, schedules, assigns and reviews the work of direct care personnel in the provision of non- professional services, programs and activities for individuals' served who are developmentally disabled; provides supervisory coverage to other units in the absence of that supervisor; assists the Unit Director and professional staff in the planning and implementation of habilitation programs; serves as a member of an Interdisciplinary Team assisting in the formulation and implementation of the Assessment/Habilitation Planning/Program and Service Implementation Process; coordinates and integrates shift routines/programs with those occurring on shifts.

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

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>

11/01/18



Job Title: **Technical Advisor II**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 11/01/18 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: **RC010**  
Bid ID#: **CJIA 45252-12-2018**

Valid Illinois law license required. Thorough knowledge of the criminal justice system a must. In addition, must have experience drafting and reviewing contracts and experience with State rule making procedures. Must be familiar with word processing technology, specifically Microsoft Office software. Individual must possess a valid drivers license and be able to travel.

This position is located at the Illinois Criminal Justice Information Authority at 300 W. Adams, Suite 200, Chicago, Illinois 60606. The position is a full-time position which is 37.5 hours per week.

Agency Contact: Zina Smith, Associate Human Resources Director

11/01/18



Job Title: **Forensic Science Administrator III**  
Agency: State Police  
Closing Date/Time: Fri. 11/02/18 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**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP18-181**

Subject to management approval, performs highly responsible professional duties as the Criminalistics Section Chief at a large metropolitan forensic science laboratory. Through the group supervisors, is responsible for the supervision of firearm/toolmarks examiners, latent print examiners, and imaging/photography examiners assigned to the forensic science laboratory. Maintains the highest level of quality control in all analytical techniques and procedures.

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

11/01/18



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Fri. 11/02/18 4:00 PM Central Time  
Salary: \$3,492.00 - \$5,141.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-81-106359

Under general supervision, on an assigned shift, performs safety and protection duties at the Elgin Mental Health Center; enforces regulations and controls, responds to disturbances, intervenes with combative individuals, assists unit and program staff in restoring order and in the handling of combative/aggressive patients; monitors suicidal or homicidal patients; gives emergency first-aid/CPR; initiates fire/emergency response procedures; patrols grounds and buildings.

Human Resource Office  
Elgin Mental Health Center  
750 S State St.  
Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095

11/01/18



Job Title: **Financial Institutions Examiner Trainee (Upward Mobility Target Title)**

Agency: Financial & Professional Regulation

Closing Date/Time: Tue. 11/13/18 11:59 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **4**

Plan/BU: **RC062**

Bid ID#: **19246**

Under direct supervision, for a period of six to twelve months, receives on the job and classroom training and completes assignments to acquire knowledge and skills in performing bank and corporate fiduciary examinations assigned to the Banks, Trust Companies and Savings Institutions Section in the Division of Banking. Works under the direction of an examiner-in-charge to assist in conducting selected, less complex portions of examinations. Travels extensively to assigned facilities for examinations.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

11/01/18



Job Title: **Financial Institutions Examiner I (Upward Mobility Target Title)**

Agency: Financial & Professional Regulation

Closing Date/Time: Tue. 11/13/18 11:59 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **19244**

Under general supervision, travels to various sites to assist higher level examiners in conducting examinations of Consumer Installment Loan Act, Payday Loan Reform Act, Sales Finance Agency Act, Safe Deposit Box Act, Debt Management Services Act, Development Credit Corporation Act and Transmitters of Money Act Licensees. Assists in conducting examinations and investigations relating to consumer inquiries.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

11/01/18



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108146-108147**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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11/01/18



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108158-108159**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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

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

11/01/18



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108157**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

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

11/01/18



Job Title: Office Associate - Opt SS2  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-108154

Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures. Communicates in Spanish to those individuals who do not read or speak English.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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11/01/18



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-108145

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

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11/01/18



Job Title: **Mental Health Technician Trainee/Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Fri. 11/09/18 5:00 PM Central Time

Salary: \$2,181.00 - \$2,855.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **15**

Plan/BU: **RC009**

Bid ID#: **10-72-108018-108032**

**Mental Health Technician Trainee**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires the ability to participate in and successfully complete a comprehensive training program. Requires ability to implement training programs and procedures for individuals with developmental disabilities.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

11/01/18



Job Title: **Technical Advisor II**  
Agency: Central Management Services  
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time  
Salary: \$3,528.00 - \$7,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF010**  
Bid ID#: **CMS 19214**

Under general direction of the Senior Labor Relations Counsel, serves as Assistant Labor Counsel; performs technical and legal work in the areas of labor agreements and arbitration as a representative of the Department of Central Management Services; represents the State in arbitration hearings and before the Illinois Labor Relations Board; reviews resolutions and disciplinary actions; recommends administrative action on Labor Relations issues. Carries out public speaking assignments at off-site locations.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3089  
217-558-5943 Fax

11/01/18



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