



Job Title: Civil Engineer Trainee, Construction Civil Engineer Trainee

Agency: Transportation

Closing Date/Time: Wed. 10/14/15 4:30 PM Central Time

Salary: \$4,665.00 - \$5,085.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 15

Bid ID#: IPR#40570

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects, to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required.

Minimum Requirements:

The following criteria is required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or be a Licensed Engineer Intern in the State of Illinois
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.00-2.50, candidate must have passed Fundamentals of Engineering Exam)
- College transcripts must be included with application (Official transcripts indicating graduation date must be provided at time of hire.)
- Valid driver's license

The following criteria is desired: Strong oral and written communication skills

Work Hours & Location/Agency Contact: Typically 7:00 am - 3:30 pm / Monday - Friday, subject to variance according to district operational needs

Highways/District One/Bureau of Construction/201 W Center Court, Schaumburg, IL

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, October 14, 2015, 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. NOTE: College transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application.

To download the application and to view the entire position description, please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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773.378.5902 fax 773.378.5903

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Job Title: Internal Security Investigator II

Agency: Human Services

Closing Date/Time: Wed. 10/14/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

\$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-14-93204

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major coursework in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Office of the Inspector General

DHS Teen Service Site, 1308 W. 105th Street, Chicago, IL 60643

Please submit applications to: Kelly Kindred

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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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Job Title: Public Service Administrator - Opt 7

Agency: Financial & Professional Regulation

Closing Date/Time: Tue. 10/13/15 5:00 PM Central Time

Salary: \$6,831.00 - \$10,159.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: VR704 Bid ID#: DFPR 11255

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, with coursework in law enforcement. Requires prior experience equivalent to three years of progressively responsible administrative experience as an investigator in the area of law enforcement investigations. Requires extensive knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; staff utilization and employee motivation; labor and employment development; agency policies and procedures. Requires ability to develop and manage a supportive agency program; analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Requires thorough knowledge of minor law enforcement investigative concepts and techniques; the law enforcement provisions of all laws administered by the Department; judiciary rules of evidence to collect legally admissible evidence; the functions and interrelationships of local, federal and state agencies. Requires extensive knowledge of the methods and procedures of office management. Requires a valid, appropriate driver's license. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation
Professional Regulation/State-wide Enforcement/Health Related Enforcement
9511 W. Harrison Street, Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).
Option 7 - Law Enforcmnt/Correctnl

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Job Title: Account Technician II

Agency: Human Services

Closing Date/Time: Tue. 10/13/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-07-93196

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Supervisor, Cash Receipts Unit, Bureau of Revenue Management and Federal Reporting, Office of Fiscal Services, DHS, performs technical accounting work involved in the maintenance of agency cash receipting balances. Analyzes and identifies payments for deposit in to the Cash Receipts Deposit System, analyzes accounting reports, reconciles the agency's receipt and funds with the Comptroller's Receipts Ledger. Assists with depositing, posting and reconciling of various funds. Serves as lead worker to lower level staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires working knowledge of state accounting procedures.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Office of Fiscal Services/Bureau of General Accounting
100 South Grand Ave East (1st floor), Springfield, IL 62762
Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2017

How to Apply:

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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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Job Title: Administrative Assistant I - Opt E1

Agency: Public Health
Closing Date/Time: Thu. 10/15/15 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#: IDPH 26-16-0004

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Requires working knowledge of agency programs, rules and regulations. Requires ability to establish and maintain effective working relationships with program staff and outside organizations. Requires ability to exercise a high degree of initiative and resourcefulness in the development and completion of work projects. Requires excellent computer skills and experience in word processing and spreadsheet applications (i.e., Word, Excel, PowerPoint). Position is of a highly confidential nature and employee must have a well developed knowledge of confidentiality issues and basic ability to understand written laws and their application.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00PM
Office of Policy, Planning, & Statistics
Division of Patient Safety and Quality, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl., Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).

Option E1 - Dept Public Health

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Job Title: Electrician

Agency: Juvenile Justice
Closing Date/Time: Fri. 10/09/15 11:59 PM Central Time
Salary: \$7,894.38 - \$8,329.38 monthly
\$94,732.56 - \$99,952.56 annually
Job Type: Exempt
Location: Kane County, Illinois
Number of Vacancies: 1 Bid ID#: IDJJ-27-15-15-059

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Stationary Engineer Chief, performs journeyman electrical work; constructs, installs, alters, maintains and repairs electrical systems, installs telephone and computer cabling, equipment and fixtures at the facility; supervises youth workers.

Minimum Requirements:

Requires no formal education. Requires experience necessary to qualify as a journeyman electrician; requires working knowledge of the tools, methods and standard practices of the trade; requires working knowledge of the established state and national electrical codes; requires ability to read, interpret, and work from drawings or sketches; requires ability to perform all tasks usually associated with journeyman electricians; requires ability to instruct and direct unskilled workers; requires ability to inspect and perceive unsafe or faulty conditions in production, transmission and utilization electricity; requires skill in the use of tools of the trade.

Work Hours & Location/Agency Contact: Work Hrs: 7:00am - 3:30pm, variable days off
Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175
Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 ext. #519 630-584-1014 (fax)
susan.swegle@doc.illinois.gov

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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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Cashiers Associate

Location: Burbank, IL
Requisition ID: 70-966433
Posting Date: 10/1/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers

Communicate customer requests to management
Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-burbank-illinois-job-5145947-em-11003>

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Job Title Cashier

Requisition ID 647206BR
Business: Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly

Job Description Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.
Location Address 1 4210 NORTH HARLEM AVENUE, NORRIDGE, IL 60706
Store/Unit 09348
EEO/EOE Footer / EEO EMPLOYER

Apply online at
<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1425956&PartnerId=455&SiteId=185&codes=IND&codes=IND>

Vault Room Attendant (Part-Time)

Savor...Chicago at the McCormick Place - Chicago, IL
DEPARTMENT: Food & Beverage Finance
REPORTS TO: Cash Room Manager
FLSA STATUS: Hourly-Non-Exempt

Education and/or Experience:
High School Diploma or equivalent (i.e. GED); Two years of customer service experience required; Three years of cash handling experience required; Must be able to perform basic math functions; Ability to constantly reach, stand, walk and stoop
Perform work through repetitive eye/hand coordination; Must be able to work extended and/or irregular hours, including nights, weekends and holidays as needed

SAVOR/SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply, VEVRAA Federal Contractor.

Job Type: Part-time
Required experience: Cash Handling: 3 years
Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/Savor...Chicago-at-the-McCormick-Place/jobs/Vault-Room-Attendant-b37fedd90cedafbe?q=cashiers>

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***Sales Associate/Cashier**

Location: Sports Authority
(845 N MICHIGAN AVE #4025)
CHICAGO, IL 60611

Job Description

Sports Authority's store associates encompass competitive team players that can easily determine and meet our customers' needs. As the face of Sports Authority each associate has product knowledge that exhibits being a sports enthusiast.

By applying to the Sales Associate/Cashier position; you will be considered for all open positions (Sales Authority, Customer Service Associate/ Cashier & temporary position).

When you apply for a position here at Sports Authority we examine your previous work experience, your aptitude for customer service and sales knowledge. Sports Authority will make hiring decisions based on your background, expertise and overall fit for any open position. Sports Authority encourages promotion from within.

Are you a sports enthusiast?
Do you thrive in a competitive environment?
Do you desire to have fun at work?
Come join Sports Authority's team today.

Requirements

The ideal candidate will;

- Have some experience in retail selling environment
- Be able to communicate and interact enthusiastically with customers and team members alike
- Have the ability to work well under pressure and maintain accuracy
- Have the ability to be cross trained and thrive in a multitasking environment
- Be able to interact comfortably, enthusiastically and professionally while advising customers on specific equipment, products and merchandise
- Be a sports enthusiast

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=28811017216&locale=en_US&applicationName=SportsAuthorityNonReqExt&SEQ=postingLocationDetails&POSTING_ID=36465757526&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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Job Title: Highway Maintainer - HOURLY EMERGENCY

Agency: Transportation

Closing Date/Time: Thu. 10/08/15 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Emergency

Location: Jackson County, Illinois

Number of Vacancies: 120

Bid ID#: IPR#40451

Description of Duties/Essential Functions Benefits Supplemental Questions

The Illinois Department of Transportation will accept applications for seasonal temporary employment for snow-removal operations.

Completed applications and interviews will be graded on job-related experience and qualifications.

Applications must specify preferred work location by county to assure availability and response time during weather emergencies.

Successful applicants will be notified by district offices and scheduled for required physical examination and drug/alcohol tests.

ALL APPLICANTS MUST PASS BACKGROUND CHECK AND ARE SUBJECT TO RANDOM DRUG/ALCOHOL TESTING

Minimum Requirements:

Must possess valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact: Work hours on are an on-call basis only.

Available positions are located at IDOT Operation Facilities in:

All IDOT Operation's facilities in District 9

How to Apply:

2015/2016 Application for Hourly Snowbirds (PM2414)

All applicants must submit application, Authorization for Release of Criminal History Information (CMS284A) and Self-Disclosure of Criminal History (CMS284B) in order to be eligible. All forms available at IDOT District offices and at the Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield or online at www.dot.il.gov.

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Job Title: Public Service Administrator - Opt 1

Agency: Human Services

Closing Date/Time: Thu. 10/15/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: CF063

Bid ID#: 10-72-92951

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires labor relations and contract negotiations experience, requires the ability to analyze administrative problems and adopt an effective course of action. Requires ability to exercise judgment and discretion in developing, implementing and interpreting department policies and procedures. Prefers experience in oversight of the grievance process.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM-5:00 PM Serves in Rotation as A.O.D.

Work Location: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

Agency Contact: Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466
708-283-3015

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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RESTAURANT TEAM MEMBER - CREW (144 - ONTARIO)

Chicago, Illinois

0144 - Ontario-(00144) 291 E. Ontario Chicago 60611

Restaurant Team Member - Crew (144 - Ontario) (15009309)

The ideal candidate will:

- Have the ability to develop positive working relationships with all restaurant employees and work as part of a team by helping others as needed or requested
- Have the ability to speak clearly and listen attentively to guests and other employees
- Have the ability to maintain a professional appearance at all times and display a positive and enthusiastic approach to all assignments
- Be able to exhibit a cheerful and helpful attitude, and provide exceptional customer service
- Be able to adapt to changing customer volume levels with a sense of urgency
- Have the ability to demonstrate a complete understanding of the menu
- Be able to follow instructions for recipes and sanitation guidelines
- Have the ability to be cross-trained in all areas of the kitchen and line
- Have the ability to communicate in the primary language(s) of the work location

At Chipotle we don't have multiple job titles for our entry level employees but all of our crew will play the role of dishwasher, cashier, server, host, bartender, cook, prep cook, etc. so be prepared to learn a lot and work hard if you join the team.

Most of the jobs that we are hiring for are entry level positions.

If you are interested in interviewing for a restaurant general manager or assistant restaurant manager position and have previous restaurant management experience you can search our careers page for more opportunities as we may have some of those positions available.

Most of these management positions are filled internally but there are some exceptions.

Primary Location : IL-Chicago-(IL)-0144 - Ontario-(00144)

Work Locations : 0144 - Ontario-(00144)

291 E. Ontario, Chicago 60611

Apply online at https://jobs.chipotle.com/job/-/-/282/585888?utm_source=indeed&utm_medium=cpc

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Job Title: Revenue Special Agent Trainee

Agency: Revenue

Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 11207

Minimum Requirements: Requires completion of four years of college with major coursework in accounting, law enforcement, business administration, pre-law or related areas; up to two years of police investigative or law enforcement experience may be substituted on a year for year basis for the college training. Requires elementary knowledge of the criminal justice system as it relates to investigation; requires ability to prepare written investigative reports and requires the ability to understand and follow oral and written instructions. Employees in this position must be able to actively participate and graduate from an accredited police academy during the training period. Requires a successful completion of the firearms qualification course during the first twelve months of employment. Employees in this position will be required to travel frequently. Requires a valid, appropriate driver's license. Requires physical ability to perform duties enumerated above.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

Tax Enforcement/Bureau of Criminal Investigations/Northern Cook Office

Maine North Regional Building, 9511 Harrison St., Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110

Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Thu. 10/15/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 11290

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to supervise and direct the work of employees and inmate or patient labor engaged in power plant operation. Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

ork Hours & Location/Agency Contact:

Work Hours: Rotating Shifts including Weekends and Holidays; Shifts are 7am-3pm, 3pm-11pm, 11pm-7am

Work Location: Central Management Services

Property Management/Facilities-Chicago/Northern

100 East Jeffery Street, Kankakee, IL (Kankakee County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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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TITLE Facilitator

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

*Holiday, weekend and evening availability is required.

Duties and Responsibilities:

Engages visitors in exhibit interactives, content and programs by facilitating conversation and learning. Empowering guests to follow their own path of learning, as the facilitator supports and encourages the process.

Training, researching and prototyping new programs, facilitation techniques or content knowledge

Supporting the overall customer service of the museum by providing direction, seeking lost items, keeping exhibits clean, and providing overall welcoming experience

Education and Experience:

High School degree, college degree preferred
Previous work with children, teachers or theater participants

1 year working in a museum or education setting preferred
Strong interpersonal skills, a people person. Must be comfortable talking with and approaching people of all backgrounds.

Must be approachable to both adults and children.
Strong aptitude for science
Must possess strong verbal communication skills
Able to work in a fast-paced, high stimulation environment

FULL-TIME/PART-TIME Part-Time
REQ NUMBER PUB-15-00002
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

For more information and to apply, visit our website:
<http://www.adlerplanetarium.org/jobs>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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TITLE Guest & Member Services Representative

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have two positions available on our Guest and Member Services Team for individuals interested in providing memorable customer service to Adler guests. This role functions as a cashier at the box office and provides customer service related to all forms of ticket and membership sales; coat check services and greeting and checking in the groups that visit our museum. The Representative should enjoy interacting with and assisting the Adler visitors making them feel welcome as they enter our museum.

Duties and Responsibilities:

Greet visitors and guests with an outgoing and friendly demeanor.
Assist visitors with making admissions and show decisions, informing guests of Adler ticket packages, memberships, and other offerings.
Provide exceptional customer service to all museum guests.
Conduct transactions accurately and timely and reconcile daily reports accurately and timely. Reconcile cash drawer and receipts with end-of-day reports.
Respond to internal museum requests, manage will call requests, and answer telephones when necessary.

Education and Experience:

Experience working with the public and delivering quality customer service.
High school diploma or equivalent is required.
Experience in customer service with cash handling responsibilities
Must be available both weekdays and weekends.
The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

FULL-TIME/PART-TIME Part-Time
REQ NUMBER GUE-15-00003
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

For more information and to apply, visit our website:

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TITLE Guest Host

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Responsibilities:

Provide awesome customer service through assisting visitors with navigation, visit planning, and feeling at home in our museum
Greet guests at the Welcome Desk in Planet Explorers, provide missions and patches and maintain access of reserved school groups
Support the overall customer service of the museum by providing directions, seeking lost items and children, reporting broken exhibits, messes and other facility issues, and providing an overall welcoming experience
Help facilitate theatrical experience through management of queue space, ticket taking, seating and communication to guests
Ensure an enjoyable and immersive experience during sky shows by addressing disturbances and maintain safety of theater space during entrance and exit
Support public and private night events by welcoming guests, maintaining coat check and providing directions to guests, all while being aware of potential safety concerns

Education and Skills:

High school diploma or equivalent
Customer service background is a plus, enjoying the field is essential!
Demonstrated ability to present a professional demeanor, a positive attitude and strong interpersonal skills. Must be able to move quickly through a 4 floor museum in emergency situations. Assist thoughtfully with seating in a virtually dark theater
Read tickets, listen attentively and multi-task with grace and style in a very busy environment. Able to stand for long periods of time
A smile and a friendly, welcoming manner
Must be available weekends, nights and holidays
The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

FULL-TIME/PART-TIME Part-Time
REQ NUMBER GUE-15-00004
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Exhibits Technician

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

The Adler Planetarium has an opportunity for an exhibits technician to join our Exhibits Department team. This individual will be primarily responsible for all forms of permanent exhibit graphics, temporary graphics, signage, and banners. The exhibits technician also provides support with the daily functions of the exhibit department with emphasis on graphic installation and maintenance.

Duties and Responsibilities:

- Prep mount and install new graphics. Work from wall/media prep and from print to mount to hanging.
- Maintenance of the print room and monitor material usage.
- Turning on and off exhibits for the building as well as assisting with installation and removal of new exhibits.
- Repair exhibits.
- Open and close museum.

Education and Experience:

- Two years' experience in construction or a work shop.
- Experience in a production sign shop and museum or gallery experience is preferred.
- Must be proficient with use of the follow tools: utility knife, table saw, band saw, router table, sander, hand power tools including sander routers, circular saw and jig saw, paint and roller.
- Knowledge of mounting substrates
- Proficiency with Microsoft office, working knowledge of illustrator and knowledge and/or ability to learn CAD programming needed
- The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy.
- The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

FULL-TIME/PART-TIME Full-Time

REQ NUMBER EXH-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Sky Show Operator

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

The Adler Planetarium (Chicago, IL) has an opportunity available in our Theaters department for a Sky Show Operator.

The Sky Show Operator presents both live and pre-recorded programs in the Adler theaters.

Duties and Responsibilities:

Deliver live astronomy presentations in the Grainger Sky Theater, Definiti Space Theater and the S.C, Johnson Family Star Theater.
Deliver pre-recorded astronomy presentations in Adler Theaters
Monitor condition of Adler Theaters, theater logs, and reports to Technicians on theater conditions as well as participate in presentation training and development activities
Interact with theater guests in a friendly and informative manner to create a positive experience of their visit to the Adler.

Education and Experience:

High School Diploma or equivalent required, some college preferred
Theater or improv training is desirable
Public speaking experience required
Customer service experience required
Some college course work or understanding of Space Science preferred
AV and media aptitude desired
*Weekend and evening availability is required.

FULL-TIME/PART-TIME Part-Time
REQ NUMBER THE-15-00005
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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