



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

10/30/18



Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Mon. 11/05/18 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#: **1860137-602188**

Under direction, performs complex, specialized clerical support functions; performs a variety of complex materials; composes and types varied correspondence and responds to inquiries; exercises independent judgment and a command of legal, medical, and social terminology to review documents to proof appropriate use of terms and accuracy of information; maintains unit files; answers incoming phone calls and greets visitors; receives, sorts, and date stamps incoming mail and distributes to appropriate staff; conducts complex timekeeping and payroll functions.

Paige.Baker@illinois.gov

Phone: (217) 557-7430

Fax: (217) 785-0395

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>

10/30/18



Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Mon. 11/05/18 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#: **1860136-602912**

Under direction, works independently to determine appropriate DCFS codes and MARS/CYCIS screens for inputting information regarding placement payment, case registration, case opening, case assignment, case closing, case transfer, and medical eligibility; types a variety of complex materials; exercises independent judgment and a command of legal, medical and social terminology to review documents and proof appropriate use of terms and accuracy of information; responds to inquiries from caregivers, private agencies, and all levels of DCFS staff; maintains confirmation logs and other records pertaining to payment, case tracking, and assignment transactions.

Paige.Baker@illinois.gov
Phone: (217) 557-7430
Fax: (217) 785-0395

10/30/18



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Mon. 11/05/18 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: **15**
Plan/BU: **RC028**
Bid ID#: **10-91-108088-108102**

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

10/30/18



Job Title: **Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time
Salary: \$4,440.00 - \$5,920.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **CMS 19215**

Requires six months of maintenance experience performing a variety of semiskilled manual tasks in the maintenance of highways, buildings, grounds, waterways or in related fields. Requires working knowledge of one or more of the mechanical and building trades. Requires ability and skill in the use of hand and power tools. Requires ability to perform semiskilled manual work. Requires ability to follow simple written and oral instructions. Requires ability to lift up to 75 pounds. Requires valid, appropriate driver's license and the ability to travel.

Agency Contact:

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

10/30/18



Job Title: **Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time
Salary: \$4,440.00 - \$5,920.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **CMS 19218**

Under immediate supervision, performs a variety of routine and semiskilled grounds maintenance functions, building upkeep and janitorial work for buildings and grounds to ensure cleanliness is maintained and equipment required to upkeep the building and grounds at Michael A. Bilandic Building and other facilities within Chicago Region. Keeps equipment in good working order by making minor adjustments and repairs. Relocates, renovates and remodels offices by loading and unloading equipment and supplies and installing and removing furniture. Travels to facilities in the performance of duties. Provides guidance to seasonal/summer workers.

Agency Contact:

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

10/30/18



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Thu. 11/08/18 4:00 PM Central Time
Salary: \$4,377.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-17-18-2004**

Under general supervision of the JJ Youth & Family Specialist Supervisor; provides a range of prescribed treatment services in accordance with policy and case management to youth within an assigned team setting; provides counseling services to youth in a group and individual basis during initial orientation and adjustment to facility; conducts assessment to evaluate youth and determine appropriate and effective counseling treatments; conducts crisis intervention counseling in response to incidents and situations. Participates in training and staff development programs.

CONTACT:

Oleavia Green
Illinois Youth Center – Chicago
136 North Western Avenue
Chicago, IL 60612
FAX: 312.633.5246
oleavia.green@illinois.gov

10/30/18



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 11/09/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **34-115-19-14**

Under direction, acts as Service Officer for the Appeals Office of the Illinois Department of Veterans' Affairs, and is responsible for managing the operation of a field office; for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois; serves as liaison with various county, state, and federal agencies and private sector benefit providers in establishing veterans' benefit entitlements; responsible for recording information/maintaining individual files regarding all military, medical and service-connected personnel history for claimants; assists in interpreting laws and changes to existing laws.

Current State Employees send Bid Form and CMS100 Applications to:

IDVA
Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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>

10/30/18



Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**

Agency: Human Services

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

Salary: \$2,705.00 - \$3,655.00 monthly
\$32,460.00 - \$43,860.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-91-108140**

Under direct supervision, performs routine work in operating a DHS local office switchboard carrying a heavy traffic load; talks to clients during operation of switchboard; serves as back-up receptionist. Performs functions requiring interaction with recipients/clients which regularly involve translating for Spanish speaking individuals.

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

10/30/18



Job Title: **Switchboard Operator III - Opt SS**
Agency: Human Services
Closing Date/Time: Fri. 11/09/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-91-108156**

Under direction, supervises the operation of a centralized switchboard; maintains clerical records; establishes training sessions for new and alternate operators; responds to and resolves difficult calls; evaluates work performance of subordinates. Communicates in Spanish to those individual 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

10/30/18



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
217-557-3022 Fax

10/30/18



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
217-557-3022 Fax

10/30/18



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

10/30/18



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

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>

10/30/18



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

10/30/18



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

10/30/18



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:
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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>

10/30/18



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

10/30/18



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

10/30/18



Job Title: **Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time
Salary: \$4,440.00 - \$5,920.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **CMS 19218**

Under immediate supervision, performs a variety of routine and semiskilled grounds maintenance functions, building upkeep and janitorial work for buildings and grounds to ensure cleanliness is maintained and equipment required to upkeep the building and grounds at Michael A. Bilandic Building and other facilities within Chicago Region. Keeps equipment in good working order by making minor adjustments and repairs. Relocates, renovates and remodels offices by loading and unloading equipment and supplies and installing and removing furniture. Travels to facilities in the performance of duties. Provides guidance to seasonal/summer workers.

Agency Contact:

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

10/30/18



Job Title: ET V Pre-Cast/Pre-Stressed Concrete Supervisor
Agency: Transportation
Closing Date/Time: Wed. 11/07/18 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#43103

This position is accountable for planning and directing those activities that ensure that the pre-cast and pre-stressed concrete material produced and incorporated throughout the district are acceptable for use in highway improvement projects. Pre-cast and pre-stressed concrete producer sources are located within District One, Southern Wisconsin, and Northern Indiana are all under the jurisdiction of this position.

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 **Wednesday, November 7, 2018**, 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.

10/30/18



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.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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