



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

11/06/18



Job Title: **Human Resources Representative**
Agency: Central Management Services
Closing Date/Time: Tue. 11/20/18 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: **RC062**
Bid ID#: **CMS 19263**

Under direction of the Chicago Assessment Center Manager, provides professional human resources assignments for the Chicago Assessment Center. Counsels applicants for state employment; performs Pre-testing Qualifications check of specific titles; performs verification of veteran documents and explains preference outcome (if any) to veteran applicants; assists Assessment Center staff by answering general inquiries regarding the application and/or examination process; travels to various sites to participate in recruitment activities; assists in the test rooms and/or serves as a backup test monitor as needed.

Agency Contact:

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

11/06/18



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Tue. 11/20/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-97-108297**

Under general direction, identifies and assists in the management of the TANF (Temporary Assistance for Needy Families) and SNAP (Supplemental Nutrition Assistance Program) population; performs highly technical and independent reviews of more complex TANF/SNAP cases on site at FCRC's to verify appropriate documentation; develops and provides training regarding TANF and SNAP reviews; develops resources and implements strategies in monitoring and analyzing TANF/SNAP data reports and implementing strategies to meet performance outcomes. Travels in the performance of duties.

*Bureau of Employee Services
Krissie Buss
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>

11/06/18



Job Title: **Accountant Advanced**
Agency: Employment Security
Closing Date/Time: Mon. 11/19/18 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#: **RCRA 12198**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in business administration and accounting; requires two years of professional experience in accounting, external auditing, budgetary planning and control, or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedure; knowledge of laws, rules and regulations relating to state or non-state accounting or auditing 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).

11/06/18



Job Title: **Public Service Administrator - Opt 2**
Agency: Employment Security
Closing Date/Time: Mon. 11/19/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **RA 02168**

Under general direction as a policy implementing manger, plans, organizes, directs, controls, evaluates, and manages Specialized Collections unit staff engaged in the review and analysis of delinquent employer accounts. Confers with employers and their representatives regarding delinquent contributions; explains the collection and contribution processes. Reviews and analyzes various production reports to determine compliance with objectives and federally mandated criteria.

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).

11/06/18



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 11/19/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **SV062**
Bid ID#: **10-91-108342**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

BIDDING CONTACT:
DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL.
SPRINGFIELD, IL 62762
FAX (217) 524-3826

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11/06/18



Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Mon. 11/19/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-97-108324**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization.

Please forward applications to:

Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

11/06/18



Job Title: **Pharmacy Technician (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 11/19/18 5:00 PM Central Time
Salary: \$2,854.00 - \$3,917.00 monthly
\$34,248.00 - \$47,004.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-89-108424**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation. Requires knowledge of aseptic handling of drugs and practices of pharmacy. Requires ability to communicate with people at various levels of the facility. Requires basic PC operations. Requires ability to lift and carry medication cassettes and supplies up to 50 lbs for an extended time.

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

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11/06/18



Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Mon. 11/19/18 5:00 PM Central Time
Salary: \$4,295.00 - \$10,500.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-90-108247**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires four years progressively responsible administrative experience in a public or private organization. Requires thorough knowledge of public or business administrative, principles and practices. Requires thorough knowledge of agency programs and service objectives, activities and operational systems. Requires the ability to travel.

Please forward applications to:

Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

11/06/18



Job Title: **Public Service Administrator - Opt 8N**
Agency: Public Health
Closing Date/Time: Mon. 11/19/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 49-19-0089**

Requires graduation from an approved nursing education program with an Associate's Degree or a Diploma in nursing plus six years of professional nursing experience, or a Bachelor's Degree in Nursing plus four years of professional nursing experience, or a Master's Degree in Nursing plus two years of professional Nursing experience. Requires current licensure as a Registered Nurse in the State of Illinois.

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

11/06/18



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

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

11/06/18



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

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11/06/18



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

11/06/18



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

11/06/18



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

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11/06/18



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

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

11/06/18



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

11/06/18



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

11/06/18



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

11/06/18



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

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11/06/18



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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11/06/18



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

11/06/18



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

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11/06/18



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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