



**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

11/08/18



Job Title: **Land Surveyor II Plats & Plans Project Surveyor**  
Agency: Transportation  
Closing Date/Time: Wed. 11/21/18 4:30 PM Central Time  
Salary: \$4,435.00 - \$6,098.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43214**

This position is accountable for obtaining accurate survey measurements for the purpose of preparing plans for roads, bridges, culverts, and land acquisition plats and plans. It is responsible for reviewing complicated plats and plans and legal descriptions, as well as for researching documentation needed for the acquisition of right-of-way (ROW) for highway purposes.

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, November 21, 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.

11/08/18



Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Mon. 11/19/18 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#: IDJJ-27-10-18-0031

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

11/08/18



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

11/08/18



Job Title: **Bank 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: **4**  
Plan/BU: **RC062**  
Bid ID#: **19250**

Under direct supervision, receives training and works under an examiner-in-charge to assist in conducting selected, less complex portions of bank and corporate fiduciary examinations assigned to the Banks, Trusts Companies and Savings Institutions Section in the Division of Banking. Gathers information; analyzes and evaluates data and provides written reports. 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

11/08/18



Job Title: **Stationary Engineer**  
Agency: Central Management Services  
Closing Date/Time: Wed. 11/14/18 5:00 PM Central Time  
Salary: \$7,998.78 - \$8,318.94 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 19255**

Under direct supervision, receiving day to day guidance and assignments from the Chief Stationary Engineer, travels to various sites to install, maintain and repair various mechanical systems and auxiliary and powerhouse equipment for Central Management Services operated facilities within the James R. Thompson Center and other assigned facilities in the Chicago Region; makes rounds of buildings' boiler and mechanical rooms at regular intervals to assess the operation and efficiency of machinery and equipment and to detect potential mechanical problems. Tests and records water used for consumption or used for other systems and adds appropriate chemicals as needed for proper maintenance of systems. Confers with tenant agencies to resolve problems related to building services.

**Agency Contact:**

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

11/08/18



Job Title: **Technical Advisor III - Intermittent**  
Agency: Revenue  
Closing Date/Time: Wed. 11/14/18 5:00 PM Central Time  
Salary: \$5,770.00 - \$8,873.00 monthly  
Job Type: Intermittent  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC010**  
Bid ID#: **DOR 19224**

Under administrative direction of the Informal Conference Board Administrator; performs complex technical functions regarding disputed tax liabilities from Illinois and out of state taxpayers, including individuals, partnerships, corporations, fiduciaries, etc., involving accounting, factual and legal issues of a complex nature where there may be conflicting Department precedents; prepares comprehensive written recommendations including issues involved, statements of fact, legal analysis and recommendation to confirm or revise audit adjustments, and justifications for settlements and negotiated settlement agreements; schedules, coordinates, and conducts hearings with taxpayers and/or their representatives on issues including, but not limited to, proposed liabilities for income and sales tax and abatement of penalty and interest

**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.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>

11/08/18



Job Title: **Health Facilities Surveillance Nurse - Opt SS**  
Agency: Public Health  
Closing Date/Time: Wed. 11/14/18 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-19-0085**

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

**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](mailto:DPH.HRApplications@illinois.gov)



11/08/18



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 11/12/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1849073-491592**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties

**Agency Contact:** Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W Roosevelt, 2nd Fl  
Chicago, IL 60608

**Phone:** 312-814-3775 **Fax:** 312-814-1224 **Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

11/08/18



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  
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>

11/08/18



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

11/08/18



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

11/08/18



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

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>

11/08/18



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](mailto:Hillary.Vassmer@Illinois.gov)

11/08/18



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

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>

11/08/18



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](mailto:Hillary.Vassmer@Illinois.gov)



11/08/18



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](mailto:DPH.HRApplications@illinois.gov)

11/08/18



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>

11/08/18



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>

11/08/18



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

11/08/18



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

11/08/18



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

11/08/18



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  
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>

11/08/18



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



11/08/18



## 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

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>