



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

11/15/18



Job Title: Deputy Clerk 1 - Appellate
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Wed. 11/28/18 4:30 PM Central Time
Salary: \$27,849.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 262

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: The Deputy Clerk 1 - Appellate must possess a minimum of 6 months office experience working with the operations of a personal computer. Knowledge and skills required include excellent interpersonal skills, exceptional knowledge of personal computer applications, be detail oriented and possess outstanding organizational skills. This is a professional office working environment requiring telephone usage and the ability to process written and electronic documents.

Interested persons should submit a letter of interest and resume to:

**First District Appellate Court Clerk's Office
Attn: Tina Schillaci
160 N. LaSalle Street
Suite S1400
Chicago, IL 60601**

Applicant's information must be received by Thursday, November 28, 2018.

EQUAL OPPORTUNITY EMPLOYER

Job Title: Executive I - Opt H7

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>

11/15/18



Agency: Human Services
Closing Date/Time: Tue. 11/27/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-55-108371-72**

Under direction, serves as a Business Consultant for the Business Enterprise Program for the Blind. Provides business consulting for food, vending, cafeteria and retail facility operations. Provides quality assurance link between the facility manager, the building contact and program staff. Makes on-site assurance inspections of facility operations. Prepares reports to improve effectiveness. Travels in performance of job duties.

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

11/15/18



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 11/27/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-56-108363

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Prefers knowledge and understanding of working with individuals with disabilities; prefers the ability to apply human relations skills in the interaction with the general public, customers and employers; prefers general knowledge of computer programs. Requires the ability to type at 35 wpm.

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

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11/15/18



Job Title: **Rehabilitation Case Coordinator I - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Tue. 11/27/18 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#: **10-48-107906**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year clerical related experience, which must include typing. Requires working knowledge of business English, arithmetic, and modern office practices and procedures. Requires ability to type accurately at a working rate of speed and operate various office machines, including dictating equipment. Requires ability to maintain client case files and statistical record and prepares reports as requested. Requires ability to speak Spanish fluently at a colloquial level.

Contact Info:
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Andrew Reagan
100 South Grand Ave East, 3rd floor
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11/15/18



Job Title: **Administrative Assistant I - Opt C1**
Agency: Employment Security
Closing Date/Time: Mon. 11/26/18 11:59 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#: **RCRA 12199**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or the completion of an agency approved professional management training program. Requires working knowledge of agency policies and procedures. Requires the ability to effectively communicate with others verbally and in written form; perform program studies and prepare reports and recommendations; develop and maintain working relationships; to use a personal computer with associated software packages such as word processing, spreadsheets, database management and electronic mail.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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

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>

11/15/18



Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Mon. 11/26/18 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: **GB063**
Bid ID#: **RA 02169**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably with professional supervisory experience in an employment service, social service program or related area providing employment, human resource development or social welfare services and experience negotiating details of a Memorandum of Understanding (MOU). Requires extensive knowledge of U.S. Department of Labor

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

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11/15/18



Job Title: Office Clerk - Opt SS1
Agency: Human Services
Closing Date/Time: Mon. 11/26/18 5:00 PM Central Time
Salary: \$2,636.00 - \$3,557.00 monthly
\$31,632.00 - \$42,684.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-108461

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires ability to speak, read and write in Spanish at a colloquial skill level.

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

11/15/18



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

11/15/18



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*

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11/15/18



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).

11/15/18



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 manager, 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).

11/15/18



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

11/15/18



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

11/15/18



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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11/15/18



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

11/15/18



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

11/15/18



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
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11/15/18



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.

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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 manager, 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.

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11/15/18



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.

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11/15/18



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

11/15/18



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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