



**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

11/16/18



Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: **Transportation**

Closing Date/Time: **Continuous**

Salary: **\$4,239.00 - \$5,652.00 monthly**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

Under direct supervision of an Operations Supervisor, maintains and performs repairs a fleet of vehicles at a field headquarters. Ensures compliance with departmental safety rules. Performs mechanical repairs on gasoline diesel vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle. These repairs include: Oil Changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required. If necessary, may recommend to the immediate supervisor, that other work be done by an outside garage.

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).

11/16/18



Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Human Services  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Part-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services, the establishment and measurement of standards for services provided to recipients, the development and implementation of policies and directives and the recruitment and retention of medical staff personnel; serves as an active high ranking member of key facility management and treatment committees including the Hospital Executive Committee.

**CONTACT INFORMATION:**

Elgin Mental Health Center  
Human Resource Office  
750 S State St.  
Elgin, IL 60123  
847-742-1040, Ext. 2095; Fax: 847-429-4933

11/16/18



Job Title: **Corrections Treatment Officer**  
Agency: Corrections  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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).

11/16/18



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**  
Agency: Corrections  
Salary: \$5,017.00 - \$6,859.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **5**  
Plan/BU: **RC023**  
Bid ID#: **IDOC29-89-18-0013**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

11/16/18



Job Title: **Corrections Nurse Trainee**  
Agency: Corrections  
Salary: \$4,617.00 - \$6,314.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC023**  
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.  
Position Number: 09836-29-82-431-22-01

CONTACT:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217  
217-782-8916 – Fax

11/16/18



Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Cook Inv. 2017 (Bilingual)**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

**Contact:**

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt, 2th Floor  
Chicago, Illinois 60608  
Phone: 312-814-3775  
Fax: 312-814-1224  
Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

11/16/18



Job Title: **Cancer Registrar I**  
Agency: Public Health  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

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



11/16/18



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**  
Agency: Juvenile Justice  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

[Click for a list of statewide facilities and addresses](#) or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008

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>

11/16/18



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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/16/18



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:  
Bureau of Employee Services  
Andrew Reagan  
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>

11/16/18



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  
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>

11/16/18



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.

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)

11/16/18



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

11/16/18



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

11/16/18



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



11/16/18



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).

11/16/18



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).

11/16/18



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.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/16/18



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)

11/16/18



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

11/16/18



## 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  
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