



**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

11/27/18



Job Title: **Account Technician I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 12/03/18 4:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-82/106967**

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires ability to attend and pass all mandatory DHS and Madden MHC trainings.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141

Fax# 708-338-7078

11/27/18



Job Title: Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1

Agency: Transportation

Closing Date/Time: Mon. 12/03/18 4:00 PM Central Time

Salary: \$4,375.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 74

Plan/BU: HR001

Bid ID#: IPR#42933

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restrictive air brakes.

Applicants must be able to lift 50 pounds or more, as well as perform other arduous labor intensive duties.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work on a daily basis from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

1. MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196),
2. FAX to: Attn: Personnel at fax number (847) 705-4489
3. EMAIL to: [DOT.D1WinterApplications@illinois.gov](mailto:DOT.D1WinterApplications@illinois.gov)

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>

11/27/18



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**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

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).

11/27/18



Job Title: **Physician Specialist - Option D - Opt 18**  
Agency: Corrections  
Closing Date/Time: Continuous  
Salary: \$14,249.00 - \$19,830.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **7**  
Plan/BU: **RC063**  
Bid ID#: **IDOC29-00-18-0006**

Requires ability to provide specialized medical leadership and direction over medical program service delivery personnel, and establish effective working relationships. Requires ability to prepare comprehensive and specialized medical records and reports. Requires a valid; appropriate, driver's license and ability to travel statewide.

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

11/27/18



Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-77-300-93771-4279**

Under administrative direction of the Hospital Administrator, serves as the Medical Director for the Alton Mental Health Center responsible for administering, planning, and managing all medical care, psychiatric treatment, nursing care, social services, forensic court services, rehabilitation services and psychological treatment for all residents of the Alton Mental Health Center for both forensic (90%) and civil (10%) patients. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas.

Alton Mental Health Center  
4500 College Ave.  
Alton, IL 62002

Elton Arrindell  
FAX: 618-474-5538

11/27/18



Job Title: **Reimbursement Officer I**  
Agency: Human Services  
Closing Date/Time: Thu. 12/06/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
\$43,764.00 - \$64,104.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-82-108519-20**

Under general supervision, investigates the financial status of liable relatives, patients or patients' estates and their ability to pay for State-provided care at Madden Mental Health Center. Presents suits to the Attorney General's Office for filing and interviews patients and/or relatives to obtain information used in determination of financial liability.

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

11/27/18



Job Title: **Research Analyst for InfoNet - Contract Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Sun. 12/16/18 5:00 PM Central Time  
Salary: \$50,000.00 - \$60,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-13-2018**

Requires a Master's Degree in information technology, criminal justice, sociology, public administration, political science, or related field. Requires at least two years of professional experience planning, designing, or supporting information technology or large, complex data projects. At least two years of experience assisting with or conducting research projects analyzing quantitative and qualitative data, and summarizing findings. Experience may include research assistantships or internships. Prior experience conducting research related to victims, victim services, or related fields of victimology. Requires the ability to utilize Microsoft Office software, including Word, Excel, and Access, including designing Access queries. Individuals with experience working with large data sets and conducting quantitative analyses are encouraged to apply. Ability to critically analyze, interpret, and effectively summarize data and research findings

Please apply by emailing a cover letter and resume to:

Dawn English, Human Resources  
[dawn.english@illinois.gov](mailto:dawn.english@illinois.gov)



11/27/18



Job Title: **Employment Security Service Representative**  
Agency: Employment Security  
Closing Date/Time: Thu. 12/06/18 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12183**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social/behavioral sciences or business/personnel administration and one year as a full-time professional employee with the Illinois Department of Employment Security; or five years professional experience in personnel administration, or business ownership management or operation. Requires through knowledge of the provisions of the Illinois Unemployment Insurance Act

Certified IDES employees must follow the instructions on the internal IDES posting (not NEOGOV instructions).

Other certified State employees can send their CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

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>

11/27/18



Job Title: **Guardianship Representative (Estate)**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Thu. 12/06/18 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#: **17710-50-70-141-10-02**

Requires a Bachelor's degree plus two years of professional experience in a social service area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. Requires ability to travel. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid drivers license. Requires working knowledge of guardianship practices and case management skills.

SEND BIDS & APPLICATIONS BY MAIL or FAX ONLY:  
Bobbie Fox, HR Director  
Illinois Guardianship & Advocacy Commission  
160 N. LaSalle Street, Room 500  
Chicago, IL 60601  
FAX # 312-793-4311

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>

11/27/18



Job Title: **Reimbursement Officer I**  
Agency: Human Services  
Closing Date/Time: Thu. 12/06/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
\$43,764.00 - \$64,104.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-82-108519-20**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law. Requires one year of work experience in the reimbursement field. Requires working knowledge of the principles of hospitalization and life insurance; requires working knowledge of the Federal Health Care Law as it pertains to patients at State Facilities.

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>

11/27/18



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 12/06/18 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#: 10-72-108535

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Prefers knowledge, skill and mental development equivalent to completion of two years of college with one year of workers compensation experience or a high school diploma or equivalent with two years of workers compensation experience. Of the two years required experience, prefers two years Word, Excel, Outlook, Access experience. Requires extensive knowledge of office practices, procedures and programs. Prefers extensive knowledge of Worker's Compensation Laws and Regulations. Prefers extensive knowledge of Department of Human Services, Division of Developmental Disabilities Policies and Procedures. Prefers extensive knowledge of Personnel rules, union contract as they pertain to service-connected injuries. Requires the ability to keyboard accurately at a rate of 45 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.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>

11/27/18



Job Title: **Stationary Engineer**  
Agency: Central Management Services  
Closing Date/Time: Thu. 12/06/18 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 19359**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession of a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries.

**Agency Contact:**

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

11/27/18



Job Title: **Technical Advisor II**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 12/05/18 11:59 PM Central Time  
Salary: \$3,528.00 - \$7,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **CF010**  
Bid ID#: **19317**

Requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

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

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>

11/27/18



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

11/27/18



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).



11/27/18



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

11/27/18



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

11/27/18



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>

11/27/18



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)

11/27/18



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

11/27/18



Job Title: **Child Support Specialist Trainee**  
Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 12/05/18 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS4039**

Under immediate supervision, participates in an agency-sponsored child support enforcement training program of up to twelve months in duration; receives training in and assists with gathering data via face-to-face interviews and other sources and/or reviewing and preparing petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); assists with managing the establishment, modification, and enforcement of court orders; assists with resolving customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; receives training in and assists with interpreting and reviewing support orders, both judicial and administrative, for case review and entry into the system; assists with calculating financial obligations and support balances related to child support accounts.

Agency Contact:  
Division of Child Support Personnel  
509 S. 6th Street  
Springfield, IL 62701  
Work (217) 557-3900  
Fax (217) 524-3960

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>

11/27/18



Job Title: **Child Support Specialist Trainee**  
Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 12/05/18 11:59 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#: **CS4035**

Under immediate supervision, participates in an agency-sponsored child support services training program of up to twelve months in duration; receives training in and assists with gathering data via face-to-face interviews and other sources and/or reviewing and preparing petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); assists with managing the establishment, modification, and enforcement of court orders; assists with resolving customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; receives training in and assists with calculating financial obligations and support balances related to child support accounts.

Agency Contact:  
Division of Child Support Personnel  
509 S. 6th Street  
Springfield, IL 62701  
Work (217) 557-3900  
Fax (217) 524-3960

11/27/18



## 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>