



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

11/29/18



Job Title: **Administrative Assistant 2**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$32,086.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **263**

A minimum of two years office experience performing secretarial and/or administrative assistant services to a manager with strong attention to detail or an Associate's degree in secretarial science or other related area. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

8:30 a.m. - 5:00 p.m.
Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

Barbara Black
(217) 524-6429

11/29/18



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.

Dawn English, Human Resources
dawn.english@illinois.gov

11/29/18



Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/12/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4072**

Under direction, serves as secretary to the Manager of the Parent Support Services unit in the Division of Cook Case Management Operations; conducts special projects and studies; performs a variety of complex clerical activities; types various materials; receives, opens, sorts and stamps incoming mail; screens calls for manager and staff.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, IL 62701
(217) 557-3900 Phone
(217) 524-3960 FAX

11/29/18



Job Title: **Office Coordinator - Opt SS2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/12/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4067**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level

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

11/29/18



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 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: **GB063**
Bid ID#: **10-91-108658**

Requires knowledge, skill and mental development equivalent to completion of four years of 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.

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

11/29/18



Job Title: **Social Worker III**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 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: **RC063**
Bid ID#: **10-72-108676**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Requires the ability to serve in a leadership capacity to less experienced professional care staff. Requires ability to prepare complex written and oral reports. Requires the ability to carry out physical restraint procedures.

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 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>

11/29/18



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
\$45,504.00 - \$67,212.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-108561**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation.* This class is included as an Upward Mobility Program credential title.

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Andrew Reagan
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Springfield, IL 62762
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11/29/18



Job Title: **Licensing Investigator III**
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 12/11/18 11:59 PM Central Time
Salary: \$4,144.00 - \$6,033.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC029**
Bid ID#: **19319**

Under general direction, conducts state-wide investigations, often of a proactive, reactive, administrative and criminal nature, of professionals who are in violation of, but not necessarily limited to the Illinois Private Detective Act, Public Accounting Act, Permanent Employee Registration Cards (PERC), Firearms Authorization Cards (FAC), and Collection Agency Act, or who are the subject of complaints or allegations of misconduct or irregularities as mandated by Illinois Statutes administered by the Division of Professional Regulation. Produces comprehensive reports of all investigations. Reviews and analyzes statistical data and narrative reports for recidivist patterns. Testifies in administrative hearings and/or criminal proceedings. Travels to various sites to conduct investigations.

Agency Contact: Human Resources
320 W Washington St 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

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>

11/29/18



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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDCOM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDCOM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

11/29/18



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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

11/29/18



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

11/29/18



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

11/29/18



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

11/29/18



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

11/29/18



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 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>

11/29/18



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

11/29/18



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

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

11/29/18



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

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

11/29/18



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

11/29/18



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
217-557-3022 Fax

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

11/29/18



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

11/29/18



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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

11/29/18



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.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>