



## **Posting Title Maintenance Tech I - III**

Auto req ID 24018BR

Position Type Full Time

FLSA Status Nonexempt

### Essential Functions

- Performs assigned basic preventative maintenance work according to FXG standards ensuring all instructions are followed and that each step is fully executed.
- Responds promptly to sort calls; diagnoses the failure; makes required repairs.
- Develops and demonstrates personal knowledge of proper basic troubleshooting techniques to diagnose and repair mechanical, electrical and control system problems.
- Develops personal knowledge of the operation and troubleshooting techniques for the bar code readers, all components of the SWAK network, and the incompatible and scan tunnel dimensioning equipment.
- Uses the CMMS (Computer Maintenance Management System) to enter and retrieve activity log information and reports.
- Adheres to safety standards by promoting a safe work environment through attending safety committees, training, and verifying all safety concerns are addressed.

Minimum Education • High School Diploma or GED required; Associate's degree in electrical, electronic, mechanical, or maintenance engineering technology preferred.

Minimum Experience • None required. Required Skills, Abilities and / or Licensure • Software skills, including use of Microsoft Office software and web-based applications. • Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment. • Verbal and written communication skills necessary to communicate with immediate management. • Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals. • Developing knowledge of motors and motor control methods. • Developing skills in electrical and mechanical troubleshooting techniques. • Developing the ability to weld, burn, and solder. • Develop ability to read electrical and mechanical schematic diagrams. Other Job Description Information Conveyor or Industrial Automation experience required.

Address 205 Della Court, Carol Stream Illinois 60188

Search Engine Description Maintenance Domicile Location P601

EEO Statement FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=34584>

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## **Part-time Package Handler**

Job Category: Handler

Location: Bedford Park, Illinois

### Job Description

FedEx Ground specializes in cost-effective small package shipping, offering dependable business-to-business delivery and convenient residential service.

Our network safely and efficiently moves millions of packages each day utilizing some of the best technology in the industry.

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care.

FedEx Ground facilities typically have multiple sorts operating daily in each location.

During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner.

Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance.

Individuals who are interested in being considered for a Part-time Package Handler position are required to attend a sort observation before completing an employment application.

During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job.

Individuals may register for a sort observation on a first-come, first-served basis by visiting:

Apply online at [http://careers.van.fedex.com/job\\_details.php?job\\_id=16&tg=us](http://careers.van.fedex.com/job_details.php?job_id=16&tg=us)

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**Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)**

Chicago, IL

Job ID: ILCHO105

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 7-10 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability.

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=52559>

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**Title Corporate Safety Consultant**

**Job Description**

Integrus Business Support, a subsidiary of Integrus Energy Group, is seeking an experienced Corporate Safety Consultant for the Chicago office. Administer safety initiatives across the Integrus Organization through the delivery of standardized, results-driven safety and industrial hygiene programs and processes that safeguard the well being of employees in the work environment and ensure regulatory compliance. Collaborate with the Manager Corporate Safety in implementing the Integrus safety strategy and building a corporate safety culture throughout the organization based on a shared vision, standardized programs, processes and measures.

**Minimum Qualifications**

- Associate Degree in Safety, Industrial Hygiene, Health, Human Resources or related field
- 1+ years of experience coordinating safety with workers compensation, health and wellness and other corporate initiatives
- 3+ years of experience in basic knowledge of computer programs, i.e. Microsoft Outlook, Word, Excel, Access, etc.
  
- 3+ years of experience developing and delivering safety training programs
- 3+ years of experience delivering a wide range of safety and/or industrial hygiene related initiatives, programs and metrics
- 5+ years of experience with safety related regulatory compliance
- Valid driver's license

**Preferred Qualifications**

- Utility, construction or underground construction experience is preferred
- Working within a union environment is preferred

Learn more about careers within Integrus at [www.integrusgroup.com/career](http://www.integrusgroup.com/career).

**Equal Opportunity/Affirmative Action Employer**

All qualified candidates, including minorities, women, veterans and people with disabilities are encouraged to apply.

Request Type Regular  
Location(s) IL-Chicago  
Requisition ID 983BR  
Removal Date 05-Jan-2015

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**Title : Operations Apprentice**

Job Description People's Gas, a subsidiary of Integrys Energy Group, is recruiting for Operations Apprentices for our Chicago, IL (Division Street and South Sub Shop Facilities).

The Operations Apprentice performs various entry level union tasks, which are based on the departmental assignment. Work Schedule: Tuesday - Saturday various shifts based on departmental assignment.

Responsibilities to include:

- Perform any entry level, labor intensive tasks within any operating department (to include assignments in Distribution, Service, Fleet, or Meter Testing/Repair)
- Locating gas facilities
- Exposed Piping and Leak surveys, Valve inspections; Classify Class 1 or 2 leaks when performing any of the aforementioned duties
- Inside Safety inspections, Shut-off for both collection and non-collection accounts, including some meter removals
- Corrosion inspections. (includes; Meter reading, B-box monitors and smokestack surveys, verification of "Gas Off" orders, including associated remedial action.)
- Driving company vehicles between work sites to perform assignments

Minimum Qualifications - 1+ years - Construction experience.

- 1+ years - Basic computer aptitude.
- 1+ years - Documentating work orders and ability to explain data.
- Must possess and maintain a valid drivers license

Preferred Qualifications - High School Diploma, HSED, or GED

- 1+ years - Maintenance experience preferred.

" A career with Peoples Gas is worth the energy! Learn more about careers within Integrys Energy Group at [www.integrysgroup.com/career](http://www.integrysgroup.com/career).

Equal Opportunity/Affirmative Action Employer

All qualified candidates, including minorities, women, veterans and people with disabilities are encouraged to apply.

Request Type Regular

Location(s) IL-Chicago

Requisition ID 1211BR

Removal Date 28-Dec-2014

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**Title Senior Information Security Analyst**

**Job Description**

Integrus Business Support, a subsidiary of Integrus Energy Group, is seeking an experienced Senior Information Security Analyst. The Security Analyst position can be based out of the Chicago, IL or Green Bay, WI office. The position acts as an advisor to the enterprise's business units and other security related risk management functions. Provides solutions & support to attain security controls to protect sensitive information from unauthorized access, disclosure, modification, or destruction. Researches and provides information identifying new threats & vulnerabilities. Communicates vulnerabilities and remediation efforts to the appropriate teams and leadership. In-depth understanding of network infrastructure & security engineering to evaluate, design, & build secure systems. Solves complex technical issues with minimal assistance. Maintains expert knowledge of industry security trends in order to evaluate solutions to meet changing business needs. Leverage leading-edge industry developments across architectures, technologies, & business processes to continuously improve the corporate security posture. Reports to the Leader - Information Security

**Minimum Qualifications** - Associate Degree in Computer Science, Information Systems, Computer Engineering, Security or Network Security, or related

- 5+ years - Experience with IT governance, risk and compliance areas including policy and procedure implementation, risk assessment and management, security architecture, management of control implementation and operation initiatives
- 5+ years - Administering security e.g. firewalls, mobile device management, antiVirus, eDiscovery, and vulnerability management
- 3+ years - Managing projects, timelines and deliverables
- 1+ years - Information security account provisioning and access administration
- 5+ years - IT or Network security

A career with Integrus is worth the energy! Learn more about careers within Integrus at [www.integrusgroup.com/career](http://www.integrusgroup.com/career).

**Equal Opportunity/Affirmative Action Employer**

All qualified candidates, including minorities, women, veterans and people with disabilities are encouraged to apply.

**Request Type** Regular

**Location(s)** IL-Chicago, WI-Green Bay

**Requisition ID** 867BR

**Removal Date** 11-Jan-2015

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**Job Title: Manager of Billing**

Job ID: 3011682

Location: IL - Oakbrook

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Family: Customer Service

**Job Description**

-Set strategy and direction for plans that improve the operations of the Meter-to-Cash process, including Billing operations. -Specific focus of the plans would be on operating efficiencies and increased customer satisfaction and improvement of key performance indicators. -Lead and direct the operations of the department to meet the needs of customers while achieving departmental goals, protecting company revenue, and maximizing company financial returns. -Counsel, develop, direct, evaluate and instruct direct reports. -Maintain visibility with workforce. -Set Billings direction and representation on corporate, regulatory and rate related initiatives that impact the Billing area. -Set overall strategy for meeting Sarbanes Oxley 404 compliance. -Interface with internal and external contacts including Rate, Regulatory, ESO, ESSD Legal, Labor and other Customer Operations departments. -Also included is representing the Billing area with Bargaining Unit representatives.

**POSITION SPECIFICATIONS**

-Bachelors degree required with at least 10 yrs exp  
-Extensive knowledge and experience in Meter to Market Operations  
-Excellent oral and written communication skills.  
-Strong analytical skills. -Strong technical and financial aptitude.  
-Must be versed in technology that will improve and drive core billing and market settlement processes. -Management skills including adeptness in leadership, coaching and budgeting. -Demonstrated ability to direct work activities of personnel.  
-Advanced degree -Experience in setting strategy and direction for a union workforce

**EEO and VEVRAA Statement**

Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to&nbsp;age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

**VEVRAA Federal Contractor**

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[https://exelonjobs.ceco.com/psc/HRPC\\_TAM/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://exelonjobs.ceco.com/psc/HRPC_TAM/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL)

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**Job Title: Overhead Electrical Specialist (OES) Troubleman Lineman Troubleshooter**

Job ID: 3011681

Location: IL - Mount Prospect

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Family: Overhead Technician

**Job Description**

We are currently seeking journeyman linemen as Overhead Electrician, Special. In this position you will restore service, perform maintenance and construction work, and perform switching operations on the transmission and distribution systems; instruct and train an Overhead Electrician when assigned to assist; assign and coordinate work so as to properly safeguard employees, the public, and the property of customers and the Company; and perform related work as assigned.

**Qualifications:**

Candidates must have at least 3.5 years of Journeyman; Overhead Lineman experience; with a thorough understanding of operating and construction standards  
Successful completion of the EEI CAST Test  
Successful completion of a technical and behavioral interview  
Ability to successfully climb a 40ft utility pole  
Valid CDL  
IND-1  
Testing/Assessment Requirement

**EEO and VEVRAA Statement**

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VEVRAA Federal Contractor

Apply online at

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## **Meter Reader - Temporary**

Job ID: 3011689

Location: IL - Oakbrook

Full/Part Time: Full-Time

### Requirements

All candidates must pass an EEI pre-employment test prior to being considered as a candidate. Meter Reader Test and CAST Test (Construction and Skilled Trade) Must be able to work outdoors in wind, rain, sleet, cold, heat, snow, etc.; work in rural and urban areas and harsh surroundings including street activity, contact with insects and rodents and is exposed to attack from dogs; Must be able to walk long distances (3 to 7 miles per day) and stand for a considerable amount of time every work day; ascend and descend ladders, ramps, walkways and stairs to reach meters wherever they are located which may include basements and attics; Meter Readers work the day shift (Monday through Friday) with occasional mandatory Saturday work

A valid Drivers License with acceptable driving record is required and verified via background check . Use of own personal vehicle and car insurance is required to transport oneself to the ComEd location and directed daily routes within the assigned territory . Safety is a priority and training will be provided. All offers of employment are contingent upon passing a Background Check and Drug Screen test. Must have a high school diploma or GED equivalent . Meter Reading duties include: reading residential, commercial and industrial meters and recording the meter registrations; reporting defects and irregular conditions in metering equipment; reporting changes in meter locations; resetting demand meters and sealing meters and metering equipment; detecting and reporting evidence of meter tampering; and interviewing customers to arrange for regular meter readings. Good written and verbal communication skills are required to interact with customers

Submit your resume with requirements in order to be considered for testing

Preferred Skill Set: Previous graduates of Dawson Technical Institute, overhead line schools or other programs associated with ComEd; Military experience; Skill Trade and Construction Experience; Other experience requiring outdoor, independent activities or relevant utility experience

EEO and VEVRAA Statement: Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to: age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law. VEVRAA Federal Contractor

Apply online at

[https://exelonjobs.ceco.com/psc/HRPC\\_TAM/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://exelonjobs.ceco.com/psc/HRPC_TAM/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL)

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### **Vehicle Service Attendant Truck Rental Naperville (Enterprise)**

The Enterprise Commercial Truck Division has an immediate opening for a part time Vehicle Service Attendant (VSA) at our Naperville, IL location. Our Commercial Truck Division provides transportation solutions within the commercial truck industry, renting business to business. Our goal is to provide high service levels and clean, well-maintained trucks. The VSA will be responsible for cleaning, detailing, and providing light maintenance on a diverse fleet of Medium- Duty trucks. The starting pay for this position is \$10 per hour. \*\*Full time status may be available after 90 days\*\*

#### **WORKING CONDITIONS/EQUIPMENT USED:**

Equipment used- a large variety of ERAC vehicles (may include a 15 passenger van or Box Truck), safety belts, 2 way radio or cellular phone, phone system, computer equipment, printer, fax, safe, car jack, Slim Jim/wedge, jump box, vacuum, water hose, cleaning and polishing solutions, towel/rag, brush, stain remover, air freshener, power washer and dryer where available, bolt cutters, air compressor, tire gauge, tread depth tool.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 21 years old  
Must have a current and valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past 3 years. No drug or alcohol related convictions (ie., DUI/DWI) on driving record in the past 3 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Class C license preferred, but not required. Candidate cannot hold another job if hired for this position due to DOT regulations. Must have reliable transportation to and from the Naperville, IL location  
Must be able to work on an on call basis from Monday through Friday 7am-5pm

#### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations:  
All applicants must be at least 21 years of age and be qualified to drive under D.O.T regulations. Applicants will be required to submit to and successfully complete a D.O.T. medical examination. Applicants cannot hold another job if hired for this position.

Apply online at

[http://enterpriseholdings.tmpseoqa.com/illinois/enterprise/jobid6118606-vehicle-service-attendant-truck-rental-naperville-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/enterprise/jobid6118606-vehicle-service-attendant-truck-rental-naperville-(enterprise)-jobs)

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**Job Title: Administrative Assistant I - Opt D1**

Agency: Children & Family Services

Closing Date/Time: Fri. 01/02/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1413113-132965L

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Monitoring Services Director, performs a variety of important staff and administrative functions; coordinates and reports on various projects; assists in the development of corrective action plans for private agencies and foster care, monitoring agency progress in successfully achieving plan goals; attends meetings with private agencies and summarizes results; plans, coordinates, and provides training for private agencies; conducts special projects, often of a sensitive and confidential nature.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm

Location: 1911 S. Indiana, Chicago, IL 60616

Supervisor: Deborah Kennedy

Contact: Name: Johnnie Rambo

Phone: (312) 328-2461 Fax: (312) 328-2321

Mailing Address: 1911 S. Indiana, 9th Fl, Chicago, IL 60616

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

**Option D1 - Dept Child & Family Serv**

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**Job Title: Correctional Counselor II**

Agency: Corrections

Closing Date/Time: Fri. 01/02/15 4:00 PM Central Time

Salary: \$4,338.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-82-14-0338

Position Number: 09662-29-82-230-10-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires written and spoken knowledge of the English language; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; requires working knowledge of research techniques and the writing of professional reports.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 am to 4:00 pm Sunday through Thursday with days off of Friday and Saturday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 PHONE (815) 727-3607 extension 6693 - FAX (815) 727-0838 - EMAIL [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Title Courier - Handler (DOT) Split Shift**

EOE Statement We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Position Requirements: High school diploma/G.E.D. Must be licensed for type of vehicle assigned. Ability to lift 75 lbs. Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another person. Good human relations and verbal communication skills. Neat appearance since customer contact is required. Must meet qualifications as outlined in Section 391 of the federal motor carrier safety regulations. Requires medical exam in accordance with FHWA or FAA regulations. Effectively communicate verbally in a time sensitive manner in noisy operations environment.

Note: Fingerprinting may be required for positions that have access to the U.S. Mail and SIDA. In addition, employees applying to designated facilities requiring U.S. Postal Service clearance must have resided in the U.S. for at least 5 years prior to application date, unless the period for foreign residence was due to active duty in the U.S. uniformed military services; trailing spouse or dependent of someone working for the U.S. government (military or civilian); missionary; student attending school in a foreign country; Peace Corps participant; employee of a U.S. based employer/company or other extraordinary circumstances. An individual who falls into one of the categories above may provide a letter of recommendation from his employer(s) and/or criminal history report, with translation from the country where he resided. Male applicants born after December 31, 1959 seeking positions that handle or have access to the United States Postal Service (USPS) product must provide evidence of registration with the Selective Service or a Status Letter from Selective Service approving an exemption. In addition, all applicants/employees must provide proof of citizenship or legal work status authorizing the individual to work in the United States. If you are a non - U.S. citizen, you must provide your Alien or Admission Number and/or Permanent Resident Card for USPS clearance to be granted. If an applicant/employee cannot provide the above information, he/she will not be considered to work at a FedEx Express postal location. Smoking (including electronic cigarettes) is prohibited in all FedEx Express buildings, facilities, and vehicles. Req Number COU-14-03106

FedEx Express is an equal opportunity/affirmative action employer (Minorities/Females/Disabled/Veterans), committed to diversifying its workforce.

Location SPRINGFIELD IL-627030000 Part-Time Salary \$13.78

High School Diploma Yes Preferred Language English

Work Schedule/Shift Split Shift 7am-9am/5:30pm-8pm Tue-Fri & 8am-4pm Saturday

Apply online at

[https://www.appone.com/maininforeq.asp?Ad=&R\\_ID=955732&Refer=http://careers.van.fedex.com/results.php&B\\_ID=](https://www.appone.com/maininforeq.asp?Ad=&R_ID=955732&Refer=http://careers.van.fedex.com/results.php&B_ID=)

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Mon. 01/05/15 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-3102

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, is responsible for maintaining the clinical records on designated patient units of the Community Psychiatric Services; performs typing tasks for a variety of forms related to patient care and treatment; tasks include the collection and compilation of simple data taken from the clinical records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to type at a rate of 35 words per minute.

**Work Hours & Location/Agency Contact:**

Shift: 7:30am - 3:30pm

Elgin Mental Health Center, Community Psychiatric Services; Hinton

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Job Title: Licensed Practical Nurse I- Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

**Minimum Requirements:**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Job Title: Office Assistant - Opt 2 (NRC Rec Office)**

Agency: Corrections

Closing Date/Time: Fri. 01/02/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Exempt

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0369

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 am to 4:00 pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 PHONE (815) 727-3607 extension 6693 - FAX (815) 727-0838 - EMAIL [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Job Title: Office Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Mon. 01/05/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-3103

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the supervision of the nurse manager this position maintains all patient charts on a unit that all patients have been found unfit to stand trial in a criminal matter. Provides a variety of complex clerical services to the program such as coordinating on-grounds clinic trips, acting as receptionist to visitors, staff and patients. Functions as the timekeeper for 2 units; assists in assignments that are both confidential and sensitive in nature, such as OIG allegations.

**Minimum Requirements:**

This position requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Position also requires the ability to typed accurately at 45 wpm.

Work Hours & Location/Agency Contact: Work Hours: 7:30am - 3:30pm

Location: Elgin Mental Health Center; FTP Pinel

Contact: Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

**Option 1 - General**

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**Job Title: Office Clerk - Opt 2**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

**Work Hours & Location/Agency Contact:**

Work hours: 8:30 am – 5:00 pm

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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**Job Title: Program Integrity Auditor Trainee**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 01/06/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0598

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills and to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the state to assist senior auditors in conducting audits.

Minimum Requirements: Requires possession of a bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Medicaid Integrity

401 S. Clinton, 5th Floor Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel 412 N. 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application 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).

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