



Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Thu. 03/06/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

Phone: 217-782-6239 / FAX: 217-782-9925

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

Option 2A - Revenue Audit Field Manager

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Juvenile Justice Specialist Interns

Thank you for your interest in the Juvenile Justice Specialist Intern position. This is a full-time position with the State of Illinois. There are six youth centers located throughout the state: IYC Chicago, IYC Harrisburg, IYC Kewanee, IYC Pere Marquette, IYC St. Charles, and IYC Warrenville. If you are new to this process, it is explained in the paragraphs below. The first step is to submit an electronic application to begin the process. Please read all qualifications listed below before submitting an application.

The Illinois Department of Juvenile Justice screening process has been developed to ensure the screening and hiring of qualified applicants for the Juvenile Justice Intern position. Qualified applicants shall be a minimum of 21 years of age, possess a valid driver's license, be an Illinois resident, be a U.S. citizen or authorized alien with proof of permanent resident card. All qualified applicants must speak, read and write the English language. All applicants shall possess a Bachelor's Degree in the required fields of study from an accredited college.

The screening process shall consist of written examination, physical agility test, and an oral interview with two Rutan certified interviewers. The written test shall assess an applicant's ability to observe and interpret information by viewing a short video and completing a 20 question multiple choice test. Applicants shall be required to write a short paragraph when asked a question, and the written response shall be graded to verify the applicant's ability to communicate their observations in writing. The physical agility test will determine an applicant's physical ability to complete normal duties of the Juvenile Justice Specialist. The oral interview shall consist of 2 Rutan certified interviewers using a standardized interview questionnaire and both interviewers shall independently rate the applicant on their replies to the questions asked.

Qualifications

21 YEARS OF AGE

Valid driver's license

Illinois resident

Bachelor's Degree in required field of study

U.S. citizen or authorized alien with proof of permanent resident card

Speak, read and write English

Apply online at <http://www.illinois.gov/idjj/Pages/Careers.aspx>

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PROJECT MANAGER (ERP)

Requisition ID: 00115375

Job Posting: Jan 29, 2014, 8:53:22 AM Closing Date: Mar 5, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: Competitive

Organization: Offices Under the President

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree is required. (Must provide original college/university transcript at time of interview)*

Five (5) years of full-time work experience in Business Consulting or Information Technology with an emphasis on project management to include two (2) years of experience managing the implementation of a Time & Attendance or HR/Payroll project is required.

Experience utilizing MS Office Suite (Word, Excel, Project, PowerPoint, Visio) and ADOBE is required.

Experience implementing WorkForce EmpCenter time and attendance software or other enterprise-grade time and attendance software products, including administration of contractual deliverables and timelines is preferred.

One (1) year full-time work experience managing and supervising projects in a unionized workforce is preferred.

*Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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APPLICATION DEVELOPER (BUREAU OF TECHNOLOGY)

Requisition ID: 00114917

Job Posting: Sep 19, 2013, 1:49:55 PM Closing Date: Ongoing

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$75,000 to \$85,000 Yearly

Organization: Offices Under the President

Job Summary

Under the direction of the Director of Application Development & Management, performs a full range of application development independently or as a member of a project team. Reviews business requirements, creates technical requirements, develops and implements applications for user departments. Employs industry-standard processes to test and implement secure, defect-free, high quality software applications that meet system load, system performance and system reliability requirements. Functions as a technical expert in the design, development, implementation and maintenance of computer applications for web and client based business systems. Assumes responsibility for multiple projects as directed. Effectively communicates with management, project leaders and business analysts as it relates to area of assignment.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree is required. (Must provide original transcript at time of interview) * Three (3) years of full-time work experience and proficiency developing solutions with Microsoft Visual Studio .Net (C# and/or VB.NET) is required. One (1) year of full-time work experience developing databases and related database objects with Microsoft SQL Server 2005 or higher is required. Must be able to work on call 24/7 including weekends and holidays as assigned. A Bachelor's Degree in Computer Science, Computer Information Science or Management Information Systems is preferred. Proficiency in PHP and MySQL and Microsoft SQL Reporting Services are preferred. *Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.

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PHARMACY SUPERVISOR OUTPATIENT-OAK FOREST HEALTH CENTER

Job Number: 00115399

Job Posting: Feb 6, 2014, 9:41:31 AM Closing Date: Mar 6, 2014, 11:59:00 PM

Full-time

Posting Salary: COMPETITIVE SALARY

Organization: Health and Hospital Systems

JOB SUMMARY

Under administrative guidance, manages, coordinates, train, and assists in the day-to-day operations of the pharmacy including data processing, inventory, drug distribution, and prescription, regulated drug, scheduling, and manufacturing services of the area. The Pharmacy Supervisor oversees union pharmacists and support staff.

MINIMUM QUALIFICATION

Must have a Bachelor of Science in Pharmacy or a Doctor of Pharmacy (Pharm.D).
Must be licensed as a pharmacist in the State of Illinois, in good standing.
Must have three (3) years of outpatient or hospital pharmacy experience.
Must have one (1) year of experience as a supervisor or manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient in operating personal computer and associated applications used to develop presentation, proposals and etc. (Microsoft Office).
Ability to work effectively with others.
Ability to manage to measurable results.

PREFERRED QUALIFICATIONS:

Bilingual. Participant in National, State and Local Pharmaceutical Association.
Experience in a union environment.
Experience with computerized pharmacy and physician order entry systems.
Experience with and knowledge of pharmacy automation, informatics and IT.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING

Degrees and Transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service

COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER

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PHARMACY MANAGER (CLINICAL)- STROGER HOSPITAL

Job Number: 00115374

Job Posting: Jan 29, 2014, 1:47:34 PM Closing Date: Feb 28, 2014, 11:59:00 PM

Full-time

Posting Salary: COMPETITIVE SALARY

Organization: Health and Hospital Systems

JOB SUMMARY

Under administrative direction, has operational and budgetary responsibility for area of assignment. Responsible for all clinical personnel assigned to the Clinical Pharmacy Division of the Department of Pharmacy to include hiring, evaluation, assignment, and disciplinary procedures. In addition, provide training and teaching to medical residents, medical students, and ancillary professional staffs.

MINIMUM QUALIFICATIONS

Bachelor of Science in Pharmacy or a Doctor of Pharmacy (Pharm.D).

Must be licensed as a Pharmacist in the State of Illinois in good standing.

Must have successfully completed a Clinical Pharmacy Residency .

Must have three (3) years of full time experience as a Clinical Pharmacist.

Must have one (1) year experience as a clinical pharmacy supervisor, coordinator or manager, acquiring clinical and management experience within a clinical setting.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer applications such as Microsoft Office and other database skills.

PREFERRED QUALIFICATIONS

Bilingual.

Participant in National, State and Local Pharmaceutical Association.

Experience in an union environment.

Experience with computerized pharmacy and physician order entry systems.

Experience with and knowledge of pharmacy automation, informatics and IT.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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PHARMACY TECHNICIAN - OAK FOREST HEALTH CENTER - OUTPATIENT -

SHIFT: 8:00AM - 4:00PM

Job Number: 00115364

Job Posting: Jan 24, 2014, 2:37:36 PM Closing Date: Feb 7, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:00 A.M. Shift End Time: 4:00 P.M.

AFSCME 1178 Health and Hospital Systems

Posting Salary: \$18.15 HOURLY

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. Certificate is required. Licensure as a Pharmacy Technician in the State of Illinois is required. Must hold active certification from the Pharmacy Technician Certification Board (PTCP). Two (2) years of full-time paid work experience as a Pharmacy Technician is required. Must demonstrate ability to type at a corrected rate of 15 words per minute.*Bilingual skills in English/Spanish are preferred. Must provide proof of certifications, 2 weeks prior to start date

*INTERVIEWEES, WITH THE EXCEPTION OF CURRENT COOK COUNTY EMPLOYEES HOLDING THE JOB TITLE OF PHARMACY TECHNICIAN, WILL BE REQUIRED TO TAKE A TYPING TEST.

KNOWLEDGE, SKILLS AND ABILITIES: Fundamental knowledge of hospital and pharmacy policies, procedures and techniques. Ability to: accurately enter OTC and supply orders into the computer, prepare stock requisitions, and attain and distribute stock from the stock room; work all different shifts as required or scheduled; inspect for diminishing supplies and submit requisitions for stock replenishment; interact with persons of different social and ethnic backgrounds; convey information and explain client prescription usage and side effects to clients in person or over the telephone; read, write and prepare basic arithmetic calculations with accuracy; deal with patients who may be irritable and in discomfort, as well as the ability to work under tension and in crowded conditions; lift up to 50 lbs., and to walk and stand for prolonged periods; develop skills in the operation or machines for pharmacy use. Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service. **MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.** Must successfully meet the credentialing standards established by the Cook County Health and Hospitals System to include a State of Illinois license and any other license, certification or specialized training, etc. no later than two (2) weeks prior to the candidate's start date

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Event Aide (Part-Time)

Requisition ID: 00115387

Organization: Forest Preserve District

Work Locations: 536 N. Harlem

Job Posting: Feb 3, 2014, 12:00:00 AM Closing Date: Feb 16, 2014, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$14.00 Hourly

Forest Preserve District of Cook County

Job Summary: Under consistent direction and supervision, provides logistic, business or administrative operations, by exercising basic event, operational and administrative skills to support the District's facilities and pavilions. Assists in monitoring permitted activities in the District by visiting sites, and communicating with customers and other District department staff. This position is a year-round part-time position.

Minimum Qualifications

Must be at least twenty-one (21) years of age at time of application.

Must have completed at least 30 credit hours at an accredited college or university.

Must possess one (1) or more years of professional work experience in event management, facility management or a substantially similar field.

Must possess one (1) or more years of professional work experience using Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

Must possess a current valid driver's license.

Must be able to lift 40 pounds.

Preferred Qualifications

Possession of a bachelor's degree or higher from an accredited college or university.

Possession professional work experience working in a hotel, restaurant, banquet or high paced event-type driven environment.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

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Payroll Intern

Requisition ID: 00115392

Organization: Forest Preserve District

Work Locations: Cook County Administration 69 W. Washington

Job Posting: Feb 3, 2014, 12:00:00 AM Closing Date: Feb 16, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$10.00 Hourly

Forest Preserve District of Cook County

Job Summary

The Finance and Administration Department is responsible for all accounting and budget management affairs of the District. The Payroll Intern will be expected to become a responsible and responsive member of the Department. Assists the Department with financial and payroll processes. This is a seasonal position.

Typical Duties: Assists with entering timesheets, processing checks, processing certified payrolls, maintaining employee personnel files, assisting in organizing and managing IT workflow and managing vendor and accounts payable data. Performs other duties as required or assigned.

Minimum Qualifications: Must be currently enrolled in an accredited college or university and pursuing a bachelor's degree or higher in Accounting, Finance, or substantially similar area. Must possess practical experience using Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook. Must be authorized to work in the United States. Must be a Cook County resident.

Knowledge, Skills, Abilities and Other Characteristics

Demonstrated strong organizational skills and attention to detail.

Demonstrated strong interpersonal and communication skills.

Proven problem solving skills. Demonstrated strong experience with Microsoft Office applications (Word, Excel, Outlook, PowerPoint).

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

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Personnel Administrator

Requisition ID: 00115385

Organization: Forest Preserve District

Work Locations: Cook County Administration 69 W. Washington

Job Posting: Feb 3, 2014, 12:00:00 AM Closing Date: Feb 16, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$65,129.00 Yearly

Forest Preserve District of Cook County

Job Summary

Under the direction of the Chief Attorney, performs professional duties in support of the administration of the District's discipline system. Performs related duties as required.

Minimum Qualifications: Must possess bachelor's degree or higher from an accredited college or university. Must possess four (4) or more years of full-time work experience in employee relations or substantially similar area.

Preferred Qualifications: Possession of two (2) or more years of full-time work experience handling third-party employee discipline and/or grievances.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge of rules and practices of progressive discipline under the Cook County Personnel Rules. Ability to review and interpret terms of various Collective Bargaining Agreements. Excellent communication and writing skills. Skill and proficiency in the use of case management software and Microsoft Office Suite. Ability to interpret and apply comprehensive discipline code. Ability to maintain the highest level of confidentiality. Ability to work effectively with all levels of staff and union representatives.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

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Tow Truck Operator / Tire Repairman

Requisition ID: 00115383

Organization: Forest Preserve District

Work Locations: 2199 S. 1st Avenue

Job Posting: Feb 3, 2014, 12:00:00 AM Closing Date: Feb 16, 2014, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$52,832.00 Yearly

Forest Preserve District of Cook County

Minimum Qualifications: Must possess a high school diploma, GED, or higher and three (3) or more years of full-time work experience in tow truck driving and two (2) or more years of full-time work experience in repairing vehicle or heavy equipment tires. Must possess current valid Class A Commercial Driver's License.

Preferred Qualifications

Possession of certification or higher degree in automotive technology or a substantially similar area. Possession of a current towing and recovery certification.

Knowledge, Skills, Abilities and Other Characteristics

Ability to work on multiple projects simultaneously, capable of meeting tight deadlines, and working calmly under pressure. Ability to work without supervision, to be flexible, to work well in groups, and to communicate with people. Knowledge of methods, materials and tools used in serving automobiles and related equipment.

Knowledge of automotive preventive maintenance practices and techniques.

Ability to communicate well and write reports clearly and in a timely manner. Ability and willingness to work in an outdoor environment, including inclement weather.

Moderate to extensive travel to work assignments throughout District.

The duties listed are not set forth for purposes of limiting the assignment of work.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

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Laundry Worker

Juvenile Temporary Detention Center

Location: IL - Chicago

Job Type: Government Facilities General Labor

Base Pay:\$14.68 /Hour

Required Education: High School

Required Experience: At least 1 year(s)

Employee Type: Full-Time

Job ID: 2161 - Laundry Worker

The Laundry Worker II should meet the following requirements:

High School Diploma or GED required. 1 year previous experience in a laundry or custodial capacity and knowledge of cleaning methods; institutional, correctional, or governmental experience strongly preferred. United States citizenship.

21 years of age at the time of application submission. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Knowledge, Skills, Abilities and Other Characteristics

Highly accountable, reliable, prompt, with a strong work ethic and the ability to function independently in the laundry area. Flexible and effective under pressure in a fast-paced environment. Ability to: lift, push, pull, and otherwise move objects weighing up to 50 pounds; stand and/or walk for long periods of time; and exercise safety and care to avoid injuries or breakage. Ability to work with cleaning compounds, solvents, and chemicals. Ability to effectively understand, communicate, and follow instructions in English (verbally and written). Demonstrates basic computer skills in Microsoft Office Suite, including Word, Excel, and PowerPoint preferred. Bilingual communication skills preferred.

Hiring Requirements

Illinois residency obtained within 90 days of date of hire. Pass a pre-employment drug screen and background check including but not limited to LEADS, CANTS, and professional references. A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry. Open daily availability for days, evenings, weekends, and holidays (shifts subject to change).

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Laundry_Sp_Worker/JHP1G674NBGP8VWJ9C0

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Attorney

Location: IL - Chicago Job Type: Government Legal Admin
Nonprofit - Social Services
Base Pay:\$72,084 /Year Required Education: Doctorate
Required Experience: Not Specified
Employee Type: Full-Time Relocation Covered: Not Specified
Industry Government - Civil Service, Legal
Job ID: 5935

Requirements

The Attorney should meet the following requirements:
Graduation from an accredited law school. Candidate must be licensed to practice law in the State of Illinois. United States citizenship. 21 years of age at the time of application submission. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Knowledge, Skills, Abilities and Other Characteristics

Ability to make sound decisions and follow up in a thorough and timely manner relative to unresolved Government and Labor Relation issues.
Must maintain strict professionalism and confidentiality in dealing with sensitive information. Ability to effectively understand and communicate in English (verbally and in writing). Previous administrative law experience preferred, specifically experience with arbitrations and other administrative hearings. Ability to organize and manage in a timely fashion multiple tasks of varying priorities and to make efficient use of time and resources. Knowledge of federal and state statutes, regulations, and policies affecting juveniles. Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint. Bilingual communication skills preferred.

Hiring Requirements

Illinois residency obtained within 90 days of date of hire.
Pass a pre-employment drug screen and background check including but not limited to LEADS, CANTS, and professional references.
A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry.

Apply online at

<http://www.careerbuilder.com/Jobs/Cookcountyjuveniledetentioncenter/Attorney/JHT0TR6PS1C4DZWTYGK>

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Recreation Specialist

Location: IL – Chicago Job Type: Government
Base Pay: \$46,267 /Year Required Education: 4 Year Degree
Required Experience: At least 1 year(s)
Required Travel: Not Specified
Employee Type: Full-Time Relocation Covered: No
Industry Government - Civil Service, Law Enforcement, Recreation
Job ID: 1624 - Recreation Specialist

The Recreation Specialist should meet the following requirements:

Must have the minimum of a Bachelor's Degree in Physical Education, Recreation, or related field from an accredited college, and at least one (1) year full-time experience working with adolescents in connection with organized sporting or recreational activities strongly preferred. United States citizenship. 21 years of age at the time of application submission. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Knowledge, Skills, Abilities and Other Characteristics

Knowledge of rules, regulations, and characteristics of various group sports, games, and activities required.
Ability to recognize abnormal behaviors and adverse health conditions in juveniles and follow proper medical reporting procedures.
Ability to give and follow instructions and demonstrate leadership, authority, fairness, cooperation, and organizational skills in interactive group situations.
Ability to successfully learn and apply CPR and other first-aid techniques as required.
Knowledge of and sensitivity to cultural diversity.
Highly accountable, reliable, and prompt, with a strong work ethic.
Flexible, creative, proactive, and effective under pressure in a fast-paced environment.
Ability to effectively understand and communicate in English (verbally and in writing) with both juveniles and staff members.
Demonstrates proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.
Bilingual communication skills preferred.

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Recreation_Sp_Specialist/JHV6GP5YD3SDTH30C2Y

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PROGRAMMER

MINIMUM QUALIFICATIONS:

Bachelor's or Associates degree or certificate in Computer Science, Computer Engineering, Information Technology, Information Systems, Software Engineering, Software Development, or Software Application Development; OR a candidate due to receive a Bachelor's or Associate's Degree or certificate within three months of hire in Computer Science, Computer Engineering, Information Technology, Information Systems, Software Engineering, Software Development, or Software Application Development; OR a certified Microsoft Certified Application Developer or Microsoft Certified Solutions Developer. Academic or professional experience programming with at least one of the following .Net languages: Visual Basic .Net (VB.Net) or C# (C Sharp). Experience with at least one of the following: SQL Server Databases; HTML; or ASP.Net. Experience working with Microsoft Office Suite (PowerPoint, Word, Excel and Access). Before hire, an applicant's knowledge of the foregoing may be evaluated through a written examination and demonstration of programming proficiency.

PREFERRED QUALIFICATIONS: At least one year work experience programming with at least one of the following .Net languages: Visual Basic .Net (VB.Net) or C# (C Sharp). At least one year work experience with at least one of the following: SQL Server Databases; HTML; or ASP.Net. At least one year work experience using SQL Server 2008. At least one year work experience using SharePoint 2010.

ANNUAL SALARY: \$51,896 **NUMBER OF POSITIONS:** 1
APPLICANT POOL: External and Internal Candidates - yes
APPLICATION PERIOD: February 3, 2014 – March 3, 2014

METHOD OF APPLICATION: Applications are available for download here. Completed applications, accompanied by a cover letter and resume detailing all relevant work experience that satisfies the qualifications for the position listed above, must be mailed to the address below by March 3, 2014.

Cook County Assessor's Office/ Human Resources Department
P.O. Box 641490 Chicago, Illinois 60664 Attn: Programmer

The Office of the Cook County Assessor hires and promotes based on applicant qualifications and merit. The use of political factors as a condition of employment for the above job opportunity is prohibited. Any violation of this policy should be reported to the CCAO Director of Compliance at 312-603-7415.

The Cook County Assessor's Office is an Equal Opportunity Employer

Apply online at

<http://www.cookcountyassessor.com/jobopportunities/postings/Programmer.aspx>

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Tax Exemptions Investigator

The Office of the Assessor of Cook County is seeking applications for the position of Tax Exemptions Investigator to work at the downtown office. The primary responsibilities of the position include the performance of investigations regarding fraudulent claimed homeowners, senior, and senior freeze exemptions, as set forth in the Erroneous Homestead Exemption Act, 35 ILCS 200/9-275. The Investigator prepares documents memorializing the results of the investigations in support of the recovery of improperly claimed exemptions. The Investigator performs field investigations, inspections and testifies at administrative hearings as required. A complete description of the responsibilities is included in the position description below.

The Tax Exemptions Investigator focuses on determining the validity of various exemptions claimed by property owners, and to document improperly claimed exemptions by the creation of investigation reports. The Investigator identifies the type of exemptions claimed by property owners and how long the exemptions have been claimed. After completing the investigation, the Investigator will compile the findings and evidence into a report for the subject property, reviewing the evidence to assure there is support for the conclusions regarding dates and factors used to determine the residency of the taxpayers.

MINIMUM QUALIFICATIONS: Possession of high school diploma or GED certificate PLUS a minimum of seven (7) years of experience conducting and documenting investigations for a county, local, state or Federal governmental setting or for a private company or corporation OR graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Law Enforcement, Criminology, Forensic Accounting or Financial or Economic Crimes PLUS a minimum of three (3) years of experience conducting and documenting investigations for a county, local, state or Federal governmental setting or for a private company or corporation. This position requires traveling to work assignments for which the employee must provide his or her own adequate means of transportation and must possess a valid driver's license.

PREFERRED QUALIFICATIONS: Ten (10) or more years of experience conducting and documenting investigations for a county, local, state or Federal governmental setting or for a private company or corporation.

ANNUAL SALARY: \$55,892 **NUMBER OF POSITIONS:** 3

APPLICANT POOL: External and Internal -Yes Internal Only - No

APPLICATION PERIOD: February 3, 2014 – February 21, 2014

DEADLINE FOR APPLYING: February 21, 2014

Cook County Assessor's Office/Human Resources Department
P.O. Box 641490 Chicago, Illinois 60664 Attn: Investigator

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Job Title: Veterans Nursing Assistant - Certified

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,893.00 - \$4,043.00 monthly
Job Type: Full-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
Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

Minimum Requirements:

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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

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Signal Project Engineer – PTC / METRA

Minimum Acceptable Qualifications

Bachelor's degree in electrical or electronics OR in lieu of education, additional related experience or special courses/training in mathematics, introductory electricity, electronics, digital electronics and microprocessors that equals four (4) years.

In addition to #1, seven (7) years of railroad signal experience that include three (3) years of signal circuit troubleshooting and/or design of circuit modifications.

Must have three (3) years of direct supervisory experience that includes three of the following responsibilities: day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, dispute resolution, budgeting, hiring, disciplinary and/or termination.

Must possess and maintain a valid driver's license.

Strong oral and written communication/influencing skills.

Knowledge of union contracts, preferably the Agreement between the Northeast Illinois Regional Commuter Corporation and the Brotherhood of Railroad Signalmen.

Microsoft Office Suite experience preferred.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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Materials Coordinator / METRA

Minimum Acceptable Qualifications

Associate's degree in business administration OR in lieu of degree, any combination of education and experience in materials management, logistics, AND/OR railroad manufacturing environment that equal two (2) years.

In addition to #1, must have four (4) years of materials coordination and/or materials management experience.

Knowledge of Federal Transportation Authority regulations as they apply to the procurement process preferred.

Experience using Metra's RMI System and Global Purchase Order System is preferred.

Knowledge of railroad rolling stock and mechanical materials is preferred.

Must have excellent oral and written communication skills.

Must be proficient with Microsoft Office Suite with emphasis in Word, Access and Excel.

Must be able to lift and move up to 25 pounds.

Must be capable of working both independently and in a team orientated collaborative environment.

Must be able to conform to shifting priorities, demands, and timeliness through analytical and problem solving capabilities.

Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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