



Job Title: Building/Grounds Laborer
Agency: Central Management Services
Closing Date/Time: Fri. 02/28/14 5:00 PM Central Time
Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: CMS 7896

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago Region -- Client Agencies. Travels to various facilities within the Chicago area on an as-needed basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and/or the ability to travel. Requires ability to lift 75 lbs.

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

Work Location:

Central Management Services/Bureau of Property Management/Facilities
915 East 63rd Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
Phone: 217-558-0962, 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).

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 02/27/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433004-335485

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office 500 N. Green Bay Road Waukegan, IL 60085

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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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Job Title: Insurance Company Financial Examiner Trainee

Agency: Insurance

Closing Date/Time: Fri. 02/28/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 7

Plan/BU: RC062

Bid ID#: DOI 8778

Minimum Requirements:

Requires a bachelor's degree with 21 semester hours of coursework in accounting with additional coursework preferably in computer science, economics, management, finance, auditing or other related subjects. Requires elementary knowledge of insurance accounting or accounting and ability to apply and demonstrate examination auditing theory, methods, standards and procedures; business administration practices as related to insurance companies; basic knowledge of spreadsheets and word processing applications. Requires ability to successfully complete on-the-job training for financial examination assignments; work independently; prepare written documentation of examination findings in a logical and concise manner; learn and retain knowledge of applicable Illinois law, department regulations and accounting practices governing the insurance industry; acquire knowledge in the structure, operation and management of insurance companies; establish effective working relationships with coworkers, insurance company officials and employees; maintain the confidentiality of information developed or received during the course of examination. Requires possession of a valid driver's license. Requires the ability to travel extensively.

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

Work Location: DOI/Financial/Corporate Regulatory/Financial Examination

122 S. Michigan Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

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

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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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 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
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 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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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Job Title: Mental Health Technician Trainee I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$2,526.00 - \$3,386.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 12

Plan/BU: RC009 Bid ID#: EMHC-14-0514

Minimum Requirements:

Requires elementary knowledge of nursing care, first aide and personal and environmental hygiene health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires physical ability to help restrain a patient, be able to provide personal care such as bathing, transferring a patient from wheel chair to stretcher to bed. Must be able to hear sounds from all areas of the unit. Must have visual capability to adequately identify patients, staff and visitors as well as patient behavior that may necessitate immediate intercession or lead to changes in a patients condition that may threaten the safety and well being of patients and staff. Must be able to participate in physical activities such as sports, dances, picnics, etc. Must be able to accompany patients on and off grounds to clinics, doctor's appointments, shopping etc. Must be physically able to perform general housekeeping or maintenance duties. Requires the ability to maintain clinical patient records. Must be able to understand and follow directions, understand treatment modalities and tolerate frustrations of working with mentally ill patients who may have provocative or threatening behaviors.

Work Hours & Location/Agency Contact:

Shift: To be Determined; however, must be able to work all shifts.

Location: Elgin Mental Health Center (Community Psychiatric Services)

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Job Title: Mental Health Technician I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$2,666.00 - \$3,705.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: EMHC-14-0509

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs entry level associated the direct care and treatment designed to help patients, within assigned group areas to achieve greater mental, physical and social development. Verifys compliance to Facility philosophy, program, procedures and practice, and assures that the clinical services are appropriate with respect to cultural needs, chronological age, developmental age, and social maturity of the adult and geriatric population.

Minimum Requirements: Requires successful completion of an approved Mental Health Technician training program. Requires moderate to heavy physical effort to lift clients. Requires ability to control, direct and restrain clients from harming themselves or others. Requires ability to observe client behavior and ability to report unusual happenings; requires ability to understand and implementation rules, regulations and policies of the facility and agency.

Work Hours & Location/Agency Contact: Shift: 2400 - 0800
Elgin Mental Health Center; Community Psychiatric Program, Hinton Unit
CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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Job Title: Office Associate - Opt 2 (NRC Shift Office)

Agency: Corrections

Closing Date/Time: Tue. 02/25/14 4:00 PM Central Time

Salary: \$2,991.00 - \$4,151.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Chief of Security, Public Service Adm., performs complex and specialized clerical, secretarial functions; types correspondence, reports and maintains master roster; prepares and maintains logs and inspections forms; serves as a receptionist.

Position Number: 30015-29-82-440-31-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION: 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 (815) 727-3607 extension 6693.

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 2 – Typing

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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

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

Salary: \$4,772.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-IDOL-0017

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as Assistant Administrator of the Conciliation and Mediation program, assisting in the management of program operations and functioning as a program manager in the absence of the Senior Public Service Administrator. This position is responsible for supervising, controlling, and evaluating the staff as well as providing consultation, technical assistance, policy and procedural interpretations and guidance to the Downstate area Labor Conciliators. Serves as a liaison to agencies and organizations impacted or affected by the enforcement of the Prevailing Wage Act, Employee Classification Act (ECA), Worker Adjustment and Retraining Notification (WARN) Acts.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures and applicable State and Federal labor laws, including the Prevailing Wage, Employee Classification, WARN and Illinois Preference Law. Requires extensive knowledge of labor organizations, labor law and procedures. Requires ability to analyze administrative problems and adopt an effective course of action.

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

Illinois Department of Labor 160 N. LaSalle St. C-1300 Chicago, IL 60601

Apply To: Illinois Department of Labor Attention: Deborah Morris

900 South Spring Street Springfield, IL 62704 Fax: 217-782-0596

deborah.morris@illinois.gov

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS: Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below. *****Note: CMS and the bidding agency are two separate entities therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency.

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Job Title: Public Service Administrator - Opt 8L

Agency: Children & Family Services

Closing Date/Time: Sat. 06/14/14 11:59 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Bid ID#: 3701516033100001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Assistant Deputy General Counsel, serves as Litigation Attorney; evaluates, prepares evidence in administrative hearings and service appeals on behalf of the Department of Children and Family Services; argues motions and other legal pleadings.

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois and three years of professional experience in the practice of law; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

Glen Ellyn Office

800 Roosevelt Rd, Bldg D-10

Glen Ellyn, Illinois

8:30am to 5:00pm

How to Apply:

Lorne Garrett

Office of Legal Service

2245 W. Ogden Avenue, 3rd Floor

Chicago, Illinois 60612

Fax: 312-6334-3965

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Job Title: Registered Nurse II - UNIT 2 - 3rd SHIFT 11:00pm-7:00am Rotating Schedule

Agency: Human Services

Closing Date/Time: Fri. 02/28/14 4:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-70-14-0003

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as staff nurse for the Unit during THIRD shift; routinely provides nursing coverage to other major treatment units on a regular basis; ensures proper implementation of nursing treatment plan; functions as resource person to technical and professional staff on night shift. Conducts nursing rounds, administers medications, checks vitals and records in resident's charts; updates medical histories; takes nightly count of controlled drugs at beginning and end of each shift. Monitors staff service provision for adherence to policy and procedures.

Minimum Requirements:

Requires current State of Illinois License, Associate Nursing Degree in Nursing with three years of progressively responsible professional nursing experience; or a Bachelors Degree and two years of professional nursing experience; or a Masters Degree in Nursing. Must be able to bend, stoop, reach, lift and carry heavy loads. Must be able to walk from Unit to Unit as may be required. Must be able to clearly communicate verbally and in written form.

Work Hours & Location/Agency Contact:

Third Shift 11:00 PM - 7:00 AM - variable days and schedules.

Betty Vallier -Human Resources

Ann M. Kiley Center 1401 West Dugdale Road Waukegan, IL 60085

fax: 1-847-249-0722

How to Apply:

Submit completed CMS100 (non State employees); or CMS100B promotional application for current State employees. This must be submitted to the fax number above prior to end of posting. A copy should also be submitted to Central Management Services, Grading/Examining, in Springfield, to obtain a qualifying grade.

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Job Title: Security Therapy Aide I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$3,532.00 - \$5,110.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: EMHC-14-0504

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Nursing Manager and clinical guidance of a Registered Nurse, provides direct care and supervision to adults who need treatment and containment in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals.

Any applicant who is not currently a State Employee should complete a CMS 100 application and go to one of the State Testing Site and take the test for Security Therapy Aide Trainee.

Work Hours & Location/Agency Contact: Shift: 1500 - 2300

Work Location: Elgin Mental Health Center - Forensic Treatment Program (K&L)

CONTACT INFORMATION Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2060; Fax: 847-429-4933

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders in a timely manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Coordinate and assist with reserved seating tactics.
- Consistently use suggestive selling techniques.
- Collaborate with kitchen staff to ensure that food orders are accurate.
- Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

- Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
- Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Good verbal and written communication skills.
- Obtain any necessary alcohol service licensing requirements.
- Ability to ascend and descend stairs.
- Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
- Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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Job Title: Technical Advisor Advanced Program Specialist

Agency: Revenue

Closing Date/Time: Thu. 02/27/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 8711

Minimum Requirements:

Requires the possession of an active license to practice law in the State of Illinois; requires a minimum of three years of professional experience in the practice of law; requires thorough knowledge of common law as well as State and federal laws, particularly relating to administrative and regulatory functions; requires extensive and demonstrable knowledge of judicial/administrative procedure, rules of evidence and trial process. Requires working knowledge of the principles of administrative law and procedure and case management. Requires experience in litigation and/or background in court and evidentiary process. Requires experience in state and local taxation and/or licensure application and revocation proceedings. Requires ability to travel.

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

Work Location: Illinois Department of Revenue

Administrative Law Judge Office 100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
February 7, 2014 through February 24, 2014
Resumes are required and must be submitted with the application.

Administration Customer Relations Coordinator \$16.67/Hour (G-10)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: High School diploma or GED is required

EXPERIENCE: Three years' experience in a mail and duplication environment is required. Supervisory experience is strongly preferred.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Excellent knowledge of Microsoft Word, Excel and Outlook is required.
 Excellent verbal and written communication skills and attention to detail are required. Knowledge of contract administration is required. Working with large production printers and mass mailing systems is required. Familiarity with contractual specifications needed for production equipment is desired.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
February 7, 2014 through February 24, 2014
Resumes are required and must be submitted with the application.

Legal Secretary III \$36,000.00-\$46,000.00/Annual (G-12)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

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(Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: Must have a High School diploma.

EXPERIENCE:

- Must have at least three years of prior secretarial experience
- Prior experience in a legal office helpful

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Must type a minimum of 55 words per minute
- Must have good oral and written communication skills

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
Resumes are required and must be submitted with the application.
February 14, 2014 through February 28, 2014

Engineering Intelligent Transportation System (ITS) Engineer \$51,490.00 - \$84,366.50/year (G-6)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: A Bachelor of Science degree in computer engineering or electrical engineering is required for this position.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Registration as an engineering intern or professional engineer is required for this position.
- Certification by Cisco or other network equipment manufacturer is required

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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