



Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. T

his is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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/booth-crew-member>

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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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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 provides 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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Receptionist

Coop Gym in Chicago
834 N Ashland Ave. Chicago, IL
Job Type: Part Time
Shift: Morning

Job Description

We are looking for a new part-time addition to our Front Desk team that can aid Manager in membership sales and customer service.

Ability to be at work by 5:30 am is a MUST! Experience in face-to-face customer relations, front desk operations, and/or sales experience is highly encouraged. All applicants must be hard working, a team player, and extremely friendly.

Must have a fitness background- even if minimal, and an interest in overall health and wellness.

10-15 hours a week opportunity for increased hours come late-spring. Minimum 2 years experience in customer service position. Please send your resume with 2 service-related references.

We are looking for someone who is available in the early mornings and some weekends. Our hours of operation are from 5:30am to 8pm Mon-Thurs 5:30am-7p Fri, and 7:30a-12p Sat-Sun.

About Coop Gym:

At Coop Gym, we are a fitness community where everybody, from trainers to other members, puts heart and soul into motivating everybody else.

A community where high fives are just as important as bicep curls. A community where member diversity is welcome, and workouts come in all shapes and sizes. Here, you don't have to be fit to fit in.

Our expert trainers genuinely care about you and your fitness goals. It's the coop way.

Compensation: \$10/hr + free gym membership (a \$200/month value)

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/-front%20desk>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm CST. All candidates will be required to come in prior to an interview for a typing test.

If you have questions, please email SystemsHr@telesight.com or call 312-640-2548.

Counter Attendant

Blue Door Farm Stand in Chicago
843 W. Armitage Chicago, IL
Job Type: Part Time
Shift: Morning, Afternoon, Night
Neighborhood: DePaul, Lincoln Park

Job Description

We are looking for genuine people, who are excited about being part of a team and who share our passion for food and beverage, as well as our enthusiasm in being part of the community. Candidates must be customer service oriented, enjoy working as part of a team, eager to learn, and have a passionate interest in food and beverage.

Key responsibilities:

- Provide exceptional customer service.
- Educate customers on menu items.
- Attend to customers and ring up purchases.
- Assist in keeping back area of the cafe exceptionally clean and organized.
- Effectively communicate with team members and management.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/customer-service>

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Motor Truck Driver (Seasonal) Job ID: 1979

Closing Date: 03/09/2015

Landscape/Motor Truck Driver (S)

Date Posted: 2/23/2015

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates automobiles, motor trucks, industrial tractors and related equipment in the operation of their general job duties. Performs related duties as required.

EXAMPLES OF DUTIES:

Operates automobiles, motor trucks, industrial tractors, 2 and 5 ton dump trucks, semi-tractor trailers, rubber tire farm tractors, tractor loaders and small skid steer loaders. Operates equipment on the lakefront where garbage is collected and the garbage trucks are driven and the load and pack trucks better known as the "one arm bandits," Establish communication and cooperation with workers from other trades. Provides assistance to patrons and the public.

MINIMUM QUALIFICATIONS

Training and Experience:

Commercial Drivers License Class B granted by the State of Illinois.

Knowledge, Skills and Abilities:

Knowledge and application of the State of Illinois Rules of the Road for Second Division Vehicles. Knowledge of safety laws for disabled vehicles. Knowledge and understanding of safety precautions protecting the operator. Knowledge and understanding of safety precautions for each vehicle. Ability to identify basic traffic signs. Ability to apply warning devices appropriately during emergency situations. Ability to read and identify a designated park site location on the map. Ability to read and chart a route on a map.

SALARY: \$34.51 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Landscape>

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Job Title Steamfitter (Heating & Air Conditioning) / CTA

Location Chicago, IL, US

Job Type Full - Time Temporary

Department Facilities Maintenance - Building and Grounds

SALARY TARGET: \$46.00 PER HOUR

Position Summary: Lays out, assembles, installs and maintains pipe systems, pipe supports, hydraulic and pneumatic equipment for heating and air conditioning systems by applying knowledge of system operations and following blueprints

EDUCATION/EXPERIENCE REQUIREMENTS

Must possess a valid driver's license. Must pass a physical examination and perform the physical activities associated with this position. Must possess a minimum of five (5) years of verifiable work experience as a Steamfitter or Pipefitter, EPA Certification of Refrigeration, or a combination of experience in Steamfitting and Heating and Air Conditioning.

PHYSICAL REQUIREMENTS

Lifts, carries, and maneuvers material weighing up to 100 pounds. May stand, bend, stoop and kneel for extended periods of time.

KNOWLEDGE, SKILLS, AND ABILITIES: Must possess a thorough knowledge of installation and servicing procedure for air conditioning and heating systems. Must possess a thorough knowledge of acceptable steamfitting/pipefitting practices and procedures. Must be skilled in the reading and interpretation of blueprints and schematic drawings. Required to be skilled in the use of various hand and power operated tools. Required to furnish certain hand tools. Must know how to "sweat" copper tubing and brazing. Must have a working knowledge of proper welding practices.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title EEO Investigator / CTA

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Diversity

SALARY TARGET IS \$30.00 PER HOUR

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Criminal Justice, Public or Business Administration, or a related field, plus one (1) year of experience in Diversity, Human Resources, or Labor Relations, or an equivalent combination of education and experience. Juris Doctor (J.D.) degree from accredited law school accepted in lieu of experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of federal, state, and local laws related to EEO and Title VI policies. Working knowledge of the methods and techniques of complaint investigation, interviewing, processing and resolution, conflict management, conflict resolution practices including mediation, and negotiation. Working knowledge of principles and procedures of record keeping and reporting. Working knowledge of statistics and how to apply/interpret statistics and trends. Strong Microsoft Word and Excel skills. Strong written and oral communication skills required. Writing sample may be requested. Good interpersonal skills in dealing with external groups and/or organizations. Intermediate computer skills applicable to this position, i.e., related database software, technical reporting, and statistical analysis. Good customer service skills. Ability to develop and coordinate informational meetings on EEO programs. Ability to plan and participate in outreach activities. Ability to work independently. Ability to work with sensitive information while maintaining strict confidentiality. Ability to work collaboratively with other operational departments i.e., Law. Ability to fully and impartially investigate complaints of harassment and discrimination.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Bus Mechanic / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Position Summary: Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title Accounts Receivable Accountant I / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Finance/Accounts Receivable

Position Summary

SALARY TARGET IS \$45,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, performs professional accounting work to provide financial, clerical, and administrative services ensuring efficient, timely, and accurate payments of Authority accounts.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Accounting or a related field or an equivalent combination of education and experience.

One (1) year of applicable work experience preferred in accounts receivables, general accounting, or auditing.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

May require moving heavy files and documents up to 30 pounds.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Bus Operator / CTA

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

Position Summary : SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles. Must possess a comprehensive knowledge of pertinent state and municipal traffic laws. Must possess the skills necessary to accurately read and interpret bus schedules. Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner. Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title: Gaming Special Agent Trainee

Agency: Gaming Board

Closing Date/Time: Mon. 03/09/15 5:00 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 10448

Minimum Requirements:

Requires successful completion of four years of college with a Bachelor's degree and major coursework in law enforcement, pre-law, accounting or business administration. Requires a successful completion of firearms qualification course during the first 12 months of employment. Requires the successful completion of a basic law enforcement training program at an accredited police academy during the first 12 months of employment. Requires physical strength and agility to complete academy training and to practice the art of self defense. Requires an appropriate valid driver's license and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating Work Schedule

Work Location: Illinois Gaming Board

Enforcement-Riverboat/Aurora-Hollywood, 1 New York Street, Aurora, IL
Kane County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

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: Office Administrator Iv - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 03/03/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS3148

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, plans, directs, and coordinates the Clerical Support unit within Cook County Network Support; plans, directs, and evaluates clerical team operations; performs office management functions; directs and monitors the keying of pre-coded data into the computerized Key Information Delivery System (KIDS) from various sources; directs the review and gathering of information and documentation from court files, computer systems, State's Attorney files, employers, and other agencies for the Network Support unit in Cook County; serves as a working supervisor.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of two years' study at a secretarial/business college and two years' office experience; or completion of high school and four years' Office Assistant experience; or four years' independent business experience.

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

Location: Division of Child Support Services / Cook County - Network Support

36 South Wabash Avenue, Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young, 36 S. Wabash Avenue, Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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 1 - General

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Job Title: Plant & Pesticide Specialist I

Agency: Agriculture

Closing Date/Time: Fri. 03/06/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1581

MUST RESIDE IN WILL COUNTY.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in entomology, horticulture, botany agronomy or related fields and requires 6 months professional experience in a related field or successful completion of an approved training program; requires working knowledge of the effects of pesticides on plants and the environment and of federal and state laws and regulations governing the use and application of pesticides. Requires ability to climb, lift and carry a minimum of 50 lbs. of weight, work in environments with dust, work outside during all seasons. Requires ability to travel and be on travel status when instructed. Requires ability to drive for long periods of time. Requires a valid drivers license. Requires ability to establish and maintain harmonious working relationships with associates and general public. Requires ability to compile reports and maintain records. Requires an appropriate valid driver's license.

Work Hours & Location/Agency Contact:

Bureau of Medicinal Plants 8:00 a.m. - 5:00 p.m. *Will County Residency Required*

Contact:

IDOA/Bureau of Human Resources PO Box 19281 - IL State Fairgrounds
Springfield, IL 62794-9281 217-785-5099

How to Apply:

Submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

If you do not have a current grade, you must submit a CMS-100 to CMS where they will grade your application based on training/experience indicated on the application. To ensure timely grading, it is recommended that you include a copy of this posting when submitting your application.

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Job Title: Rehabilitation Counselor Aide II

Agency: Veterans Affairs

Closing Date/Time: Mon. 03/09/15 4:00 PM Central Time

Salary: \$3,114.00 - \$4,414.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-00-15-89136

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school and two years of experience in community organization work, group leader work, social-action work or in a related capacity which has provided an understanding and acceptance of the problems of the disabled or disadvantaged people. - OR - Requires knowledge, skill and mental development equivalent to two years of college with courses in social science, psychology, sociology or related courses. Requires possession of an appropriate valid driver's license. Requires ability to meet and deal effectively with disabled and disadvantaged persons in their own environment. Requires ability to earn the respect and confidence of the community. Requires ability to develop awareness and sensitivity to feelings, attitudes and trends among the residents of the community. Requires ability to interpret and apply rules and regulations. Requires ability to follow instructions correctly. Requires ability to read and write effectively.

Work Hours & Location/Agency Contact: Work Schedule: Monday-Wednesday 3:00 pm - 12:00 am, Thursday - Friday 11:00 pm - 7:30 am 1 hour meal break

Location: IL Veterans' Home

Homeless & Disabled Veterans' Program, #1 Veterans' Drive, Manteno, Illinois 60950

Contact: Ellen Myers

Human Resources 833 South Spring Street Springfield, IL 62704

Phone: 217-785-4574 Fax: 217-557-7235

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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REGISTRATION COORDINATOR Job ID: 1972

Closing Date: 03/06/2015

Administrative/Registration Coordinator

Date Posted: 2/20/2015

Location: Central Administration Building

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates and maintains the Chicago Park District Activity Registration System. Processes registrations. Performs related duties as required.

EXAMPLES OF DUTIES:

Creates and processes a broad range of registration information, including attendance, budgets and reports. Staffs the registration hotline. Maintains professional profiles.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Three years' experience working in a registrar's office or a background in registration and information systems, or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Knowledge of registration procedures

Knowledge of information systems, databases and presentation software

Interpersonal, oral and written communication skills; proofreading and editing ability

Customer-service skills and a positive attitude

Problem-solving skills

Ability to manage multiple tasks and complete tasks on time

Ability to acclimate quickly

2015 Salary: \$35,194.36 per year

Apply online at

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MARKETING ASSISTANT Job ID: 1953

Closing Date: 03/03/2015

Administrative/Marketing Assistant

Date Posted: 2/17/2015

Location: Marketing Department

TITLE: MARKETING ASSISTANT

Marketing Department

Assists in the research, development, implementation and promotion of Park District programs.

PRINCIPLE ACCOUNTABILITIES:

1. Maintains a calendar of events to generate press releases, brochures and web site information.
2. Creates marketing materials to inform the public of upcoming events.
3. Maintains and creates an internal Park District directory.
4. Prepares press releases to promote region activities to the public.
5. Prepares news clippings to verify publicity, review local newspapers for Park District reference.
6. Maintains a photo archive for easy access and reference to locate photos for press releases, brochures and the website.
7. Distribute marketing material to the parks and other locations.

Education Required:

High School Diploma or GED equivalent

Experience Required:

One to three (1-3) years of marketing or communications experience.

2015 Salary: \$37,118.00 per year

Apply online at

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Intern (Seasonal) - Summer Food Program Job ID: 1934

Closing Date: 03/13/2015

Administrative/Intern (H)

Date Posted: 2/17/2015

Location: Central Administration Building

Region: Administration

PROGRAM DESCRIPTION: This program provides nutritious meals to children who participate in park programs during the summer. Staff will ensure that parks are complying with city and state regulations regarding safe food handling.

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills. Salary: \$12.15

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TITLE: INTERN (H) SEASONAL SUMMER FOOD PROGRAM MONITOR

CHARACTERISTICS OF THE CLASS:

Will visit park locations to ensure parks are compliance with State regulations and the Dept of Health regulations for the Summer Food Program.
Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis.
Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

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Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.31 per hour

Apply online at

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