



Job Title: Office Administrator IV - Opt SS1

Agency: Lottery

Closing Date/Time: Wed. 03/27/13 5:00 PM Central Time

Salary: \$3,852.00 - \$5,134.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: LOT 6974

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to 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. Requires extensive knowledge of office procedures and programs; elementary mathematics and grammar. Requires working knowledge of the agency's program operations and policies. Requires ability to direct and supervise the work of a nonprofessional office staff; operate manual and automated office equipment. Requires the ability to speak and write Spanish at a colloquial skill level. Requires possession of an appropriate valid driver's license.

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

Work Location: Illinois Department of Lottery

Finance/Budget/Accounts Payable/JRTC/Claims 3

100 West Randolph JRTC Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 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).

Option SS1 - Spanish Speaking/General

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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

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

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Coordinator II (Grant Funded Position)

Location: Malcolm X College

Employee Type: Part Time Staff

Department: Career Programs

Union Status: Local 1600

Hours: Schedule Varies

Salary: \$10.75 - \$24.08 per hour

Posted: Tuesday, March 19, 2013 Closing Date: Wednesday, April 03, 2013

Duties

This position is responsible for the overall direction, day-to-day operation and growth of multiple programs at the College. Provide direction in the development, management, coordination and operation of the programs. Work closely with the administrative staff at the college to determine the goals and objectives of the programs. Recruit, interview and recommend the hire of additional staff in support of the programs. Perform calculations and compile pertinent data required for budgetary and fiscal reports. Market the programs and recruit students for the programs at Chicago Public Schools and other supporting agencies. Perform other duties as assigned. All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned programs or certification in a field associated with the assigned programs. A minimum of three year's previous work experience in providing services to large populations. Previous experience in the organization and execution of daily operations of a large department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the programs. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the programs. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

How to Apply Grant may be renewed or expire about June 30, 2013.

For consideration, all interested candidates, including current CCC employees, must submit a resume and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, type the position title that you are applying for in the Subject heading and indicate Full Time or Part Time position:

HR Administrator mxjobs@ccc.edu or www.ccc.edu

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Wed. 03/27/13 5:00 PM Central Time

Salary: \$3,100.00 - \$3,907.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: LOT 7058

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex clerical duties, including typing from rough draft or oral instructions, letters, memos, and informational reports; utilizes a typewriter and/or PC; assists in answering incoming telephone calls; maintains records and logs of collection activities; prepares and logs registered and certified mail; maintains confidential subject, general and follow-up files.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type accurately at 45 WPM.

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

Work Location: Illinois Department of Lottery

Finance/Budget/Accounts Payable/Claims 3

100 W Randolph JRTC Building Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 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).

Option 2 - Typing

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right?

Let's break it down into some of your soon-to-be responsibilities:
Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.
Assist wait staff and the bussing of tables.
Clear and reset tables both before and after presentation.
Maintain a clean and well stocked bus station at all times.
Assist with crowd control and seating of guests as needed.
Perform exit greetings at auditorium doors at the end of each presentation.
Perform Ticket Taker duties as needed.

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 Busser at AMC , you'll need to demonstrate:

- Ability to provide superior guest service.
- Possess good verbal communication skills.
- Have a general knowledge of theatre policies, prices, menu, and bar selections.
- Ability to work with minimal supervision.
- 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.
- 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, health and 401(k) plans, and an employee assistance program.

If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <http://www.amctheatres.com/careers/theatre-crew/busser>

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Veterans Affairs

Closing Date/Time: Mon. 04/01/13 4:00 PM Central Time

Salary: \$3,100.00 - \$3,907.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 34-25-13-68804

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision of the Appeals Supervisor, performs a variety of complex, specialized clerical assistance, record processing, and general office support functions. Gathers, analyzes, and drafts final copies of specialized records and reports of the Field Services' Appeals Division; compiles and assembles data; develops methods and forms to improve the processing and control of records; organizes and maintains division filing systems; determines needs and makes routine operational decisions. Prepares and maintains Division time and attendance records; collects and retains approved leave requests; reconciles division employee timesheets monthly with leave requests; notifies Division supervisor of any discrepancies; responsible for submitting final timesheets to agency timekeeper.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to follow oral or written instructions. Requires ability to type accurately at 45 words per minute.

Work Hours & Location/Agency Contact: 8:00-4:00 Monday-Friday

Chicago VA Regional Office 2122 W. Taylor, Ste. 127 Chicago, IL 62881

Human Resources 833 South Spring Street Springfield, Illinois

Phone: (217) 558-3951 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).

Option 2 – Typing

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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, health and 401(k) plans, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at

<http://www.amctheatres.com/careers/theatre-crew/server>

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Public Administration Intern

Agency: Commerce & Economic Opportunity

Closing Date/Time: Wed. 03/27/13 5:00 PM Central Time

Salary: \$2,611.00 - \$5,075.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DCEO42-00-67536

TARGET TITLE: Administrative Assistant I

Under direct supervision, participates in a training program from twelve months, not to exceed twenty-four months in duration. Assignments will be designed to provide professional related experience to gain knowledge of programs and services utilized by the Legal Office. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. Position No: 35700-42-00-040-01-01
*** DEGREE MUST HAVE BEEN OBTAINED NO EARLIER THAN 18 MONTHS PRIOR TO SUBMITTING AN APPLICATION FOR THE TITLE. *** MUST PROVIDE TRANSCRIPTS... COPIES ARE ACCEPTED!

Minimum Requirements: Requires a Bachelor's degree with coursework in, or in a combination of business, economics, marketing, english, and political science. Degree must have been obtained no earlier than 18 months prior to submitting an application for the title.

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday
Illinois Department of Commerce & Economic Opportunity, DIRECTOR'S OFFICE / LEGAL OFFICE – JRTC - 100 W. RANDOLPH Chicago, Illinois
CONTACT: Natalie Farmer / Human Resources Office
500 East Monroe, 1st Flr. Springfield, IL 62701-1643
PHONE: 217-785-1577 FAX: 217-524-0189
MAIL TO: DCEO - Human Resources Office Attn: Natalie Farmer
500 East Monroe, 1st Flr, Springfield, IL 62701-1643. FAX TO: 217-524-0189

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).

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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 health and 401(k) plans. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

Closing Date/Time: Thu. 03/28/13 5:00 PM Central Time

Salary: \$6,487.00 - \$9,104.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 15-10-DOL-12-33

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Manager of Fair Labor Standards Division, plans, organizes, implements, controls and evaluates the statewide Child Labor and labor law enforcement programs. This position serves as the assistant administrator of the division, assisting in the management of program operations; is responsible for coordination of all Child Labor program activities and directly supervises and trains compliance field staff; serves as Fair Labor Standards coordinator for mandated educational outreach to those regulated by the labor laws; resolves complex Fair Labor issues.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of administrative experience in a public or business organization. Requires ability to control, manage and organize a supportive agency program and effectively supervise employees. Requires extensive knowledge of agency programs, policies and procedures.

Work Hours & Location/Agency Contact:

Work Hours 8:30 am - 5:00 pm Monday - Friday

Work Location: Illinois Department of Labor

Illinois Department of Labor 160 North La Salle Suite 1300 Chicago, IL 60601

Apply to: Illinois Department of Labor

Attention: Deborah Morris 900 South Spring Street Springfield, IL 62702

FAX (217)-782-0596 deborah.morris@illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 - Gen Adm/Bus-Mkt-Lbr-Per

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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 health and 401(k) plans. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<http://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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

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).

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect
Control access to theatre by greeting, directing guests and tearing tickets
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
Create a constant presence inside and outside auditoriums to deter any disruptive conduct
Assist with crowd control and seating of guests in auditoriums
Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
Change marquees, auditorium, lobby signage and poster cases
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 an usher 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
Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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 health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at <http://www.amctheatres.com/careers/theatre-crew/usher>

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Mon. 04/01/13 5:00 PM Central Time

Salary: \$4,885.00 - \$6,745.00 monthly

\$58,620.00 - \$80,940.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-65-63928 (b)

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college education supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification activities with community agencies serving persons with developmental disabilities or mental illness. Must meet the requirements to be a Qualified Mental Retardation Professional or a Qualified Mental Health Professional. Requires knowledge of DHS, DD or MH programs. Requires ability to travel.

Work Hours & Location/Agency Contact:

DHS / OCAPS / Bureau of Accreditation, Licensure and Certification
401 S. Clinton, 7th floor Chicago, IL Monday-Friday 8:30-5:00pm

CONTACT: Department of Human Services / Admin & Community Support Personnel
Bernice Kimmons 100 S. Grand Ave. East 3rd Floor Springfield, IL 62762
FAX: 217-524-3826

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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).

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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, health and 401(k) plans, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

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

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Support Service Worker

Agency: Human Services
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 3
Plan/BU: RC009
Bid ID#: EMHC-13-0302

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact:
Shift: 12:00pm - 8:00pm
Elgin Mental Health Center; Dietary Dept.

Contact:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095; Fax: 847-429-4933

How to Apply:

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

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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 health and 401(k) plans. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Technical Advisor I

Agency: Revenue

Closing Date/Time: Mon. 04/01/13 5:00 PM Central Time

Salary: \$4,623.00 - \$6,325.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DOR 6270

Minimum Requirements: Requires graduation from a recognized law school. Requires working knowledge of the nature and use of primary and secondary legal source materials and a working knowledge of the application of basic legal principles to individual cases or problems. Requires elementary knowledge of case law as it relates to state and federal administrative and regulatory functions. Requires elementary knowledge of court and quasi-judicial procedures and rules of evidence. Requires elementary knowledge of principles of administration and management, including organization, controls-and techniques used in dealing with management and procedural problems. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, and the general public. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, when not involving highly complex problems, in clear and logical form by written media. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural, organizational, administrative or technical nature. Requires basic typing skills and the ability to utilize computer software programs including, but not limited to word processing, spreadsheets, and databases. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Income Tax Litigation

100 W. Randolph St. – James R. Thompson Center 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 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).

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
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 Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

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 food and beverage operation, great benefits and having fun matter to you, apply today at <http://www.amctheatres.com/careers/theatre-crew/bartender>

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Veterans Service Officer

Agency: Veterans Affairs Closing Date/Time: Mon. 04/01/13 4:00 PM Central Time
Salary: \$3,852.00 - \$5,134.00 monthly Job Type: Full-Time Location: Lake County, Illinois
Number of Vacancies: 1 Plan/BU: RC028 Bid ID#: 34-25-13-69254

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: (i) The veteran must have served a total of at least 6 months (ii) The veteran served for the duration of hostilities regardless of the length of engagement. (iii) The veteran was discharged on the basis of hardship. (iv) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in Classification Specs on file with the Department of Central Management Services. ATTENTION APPLICANTS: Your veteran status must be verified before a passing grade can be given to your application for this title. Please visit www.work.Illinois.gov and click on Veterans Outreach Program for information on how to secure your veteran status with CMS.

Work Hours & Location/Agency Contact: 8:30 a.m.-5:00 p.m. Monday-Friday
North Chicago VA Medical Center 3001 Green Bay Road Bldg. 135, Rooms 156 & 157
North Chicago, IL 60064
Contact: Renee Dougherty phone: (217) 558-3951 fax: (217) 557-7235
Human Resources 833 South Spring Street Springfield, IL 62704

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).

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others