



Janitor-Temporary - HAR0000214

Harold Washington College

Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture.
- Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
- Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Security Officer- Part-Time (3 Positions) - HAR0000208

Harold Washington College

Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. •Have a valid driver's license
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.

PHYSICAL REQUIREMENTS

- Ability to regularly patrol the entire campus area on foot for a full shift.
- Ability to run or jog for short periods during emergency and non-emergency situations.
- Ability to stand at an assigned post for an extended period of time.
- Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations.
- Ability to physically restrain and remove a person using appropriate force.
- Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.
- Ability to lift and carry up to 50 pounds.
- Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire alarm enunciator panel, fire extinguisher, and 2-way radios.
- Ability to drive and operate CCC vehicles.
- Physical ability to perform CPR and first aid, including operating AED equipment.
- Ability to perform job responsibilities under all weather conditions.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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Job Title: Civil Engineer Iv

Agency: Natural Resources

Closing Date/Time: Mon. 04/07/14 5:00 PM Central Time

Salary: \$5,334.00 - \$8,155.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 12-23-4648

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction, independently performs complex engineering work which encompasses responsibility for the design and development of all engineering projects for the Department within Region II.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college culminating with a bachelor's degree in civil engineering. Requires possession of Illinois Certificate as a Registered Professional Engineer. Requires four years of professional civil engineering experience.

Work Hours & Location/Agency Contact:

WORK HOURS Monday - Friday, 8:30 am - 5:00 pm, 1 hour lunch. Sat & Sun off.

WORK LOCATION: 2050 West Stearns Road Bartlett, IL 60103

WHERE TO APPLY Illinois Department of Natural Resources ATTN: Chris Stucki

2050 West Stearns Road Bartlett, IL 60103

Phone: 217.782.1807

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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Assistant Controller

Department: Finance & Administration

Status: Full Time

The Assistant Controller position is responsible for financial accounting and reporting activities and staff, including maximizing capabilities of the financial system as it relates to reporting and providing accurate information to users on an ongoing basis. This person will also act as ongoing liaison between Finance and Information Technology as it relates to the financial applications of various Museum software as well as overseeing the Accounts Payable, General Ledger Management, and Accounting functions. The Assistant Controller will report directly to the Director of Finance/Controller.

Qualifications

The Assistant Controller requires superior analytical skills, attention to detail, written and verbal communications skills, and exceptionally good professional judgment developed from a strong accounting background.

Required qualifications are as follows:

Undergraduate degree in Accounting or equivalent from four-year college or university. Five to ten years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors. Excellent written and oral communication skills.

Excellent management skills, including at least 5 years of managerial/supervisory experience. Excellent knowledge of financial software systems.

Additional skills and experience that would be helpful to have:

Great Plains General Ledger experience preferred.

CPA preferred.

Background in not-for-profit financial/accounting a plus.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/assistant-controller/>

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Manager, Guest Experiences

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum.

This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

Master's degree in science-related field or equivalent, preferred

Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience

Six to ten years of strong management experience, including team management and project management skills

Theater experience or strong familiarity with improvisation important

Demonstrated successful collaboration experience and negotiating skills

Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies

Excellent verbal, written communication skills

Positive demeanor with solution focus and creative problem solving skills

Demonstrated ability in working with diversity of skills, professions and cultures

Must be able and willing to work weekends and holidays

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

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Senior Staff Accountant

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Responsibilities

Essential duties and responsibilities for the Senior Staff Accountant, but are not limited to, the following: Prepare and/or enter journal entries and accruals into MS Great Plains Prepare monthly restricted net asset reconciliation. Track all in-kind gifts Reconcile and report on all refunds processed. Prepare assigned 990 tax return schedules. Prepare monthly/quarterly balance sheet account analyses. Assist in recording year-end accruals. Participate in year-end audit preparation/submission of audit work papers. Perform operating and restricted financial statement analyses as assigned. Perform special projects or tasks as assigned. Perform monthly pledge reconciliations and book pledge data. Participate in audits of retirement savings plans

Qualifications

The Senior Staff Accountant requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

Bachelor's degree (B.S.) in Accounting; four to six years of related experience and/or training; or equivalent combination of education and experience. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must have accounting/finance department experience. Microsoft Dynamics GP experience preferred. Good attention to detail and analytical skills. Good written and verbal communication skills. Requires application of generally accepted accounting principles within an accounting system and be able to apply those principles in financial analyses.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/sr-staff-accountant/>

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This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
March 25, 2014 through April 7, 2014
Resumes are required and must be submitted with the application.

Information Technology PBX Technician \$17.74 - \$36.34/Hour (G-9)

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.

EDUCATION:

Associates Degree in Electronic Technology or equivalent work experience and a minimum of 3-5 year's experience with telecommunications equipment and services and/or related experience. Working knowledge of computer based systems, word processing and spread sheet applications are required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Additional requirements include a working knowledge of leased line circuits, VOIP, SONET T1/T3 operation and T1 test equipment, Auto Attendant / IVR, Modem and FAX lines, Tone/trace/punch down of cross connect wiring for PBX and Telco connections, Loop Start, Ground Start and E&M Types I, II, and V lines, T1/E1 and PRI/PRA as well as CAMA trunks and Typical Carrier rules, regulations and service procedures. Must be proficient in the operating systems of the Definity G3i, Audix, Partner PBX, Call Accounting System, Merlin Legend, and Magix PBX.

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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IT Security Administrator

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Department Manager, Management Information Services, the IT Security Administrator's role is to ensure the secure operation of the in-house computer systems, servers, and network connections. This person will be responsible for leading, directing and giving guidance to other staff in safe security techniques to minimize the number of successful cyber security attacks. Other main duties include establishing and updating virus scans, and troubleshooting, analyzing and resolving security breaches and vulnerability issues in a timely fashion, and conducting user activity audits where required; monitoring VPNs, server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity, interpreting the activity and implementing plans for resolution. In addition, this person will be responsible for Internet and email filtering systems, and all host security activities, and provide support to users needing access to blocked web sites and isolated email.

Qualifications:

Minimum of a Bachelor's Degree in the field of computer science or equivalent plus two years of project management experience. Broad experience with firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. In-depth technical knowledge of network, PC, and platform operating systems, including Windows and Linux. Working technical knowledge of current systems software, protocols, and standards. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers. Knowledge of applicable practices and laws relating to data privacy and protection. Knowledge of law enforcement practices and procedures. Must have strong organizational skills. Must have good coaching skills. Must be a strong logical and analytical thinker. Must have the ability to think broadly and consider impacts across systems and within the organization. Must have excellent interpersonal skills.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=657

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Inspection Technician

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs. Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc.

Performs equipment and vehicle maintenance and keeps maintenance log.

Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance.

Other duties as assigned.

Qualifications:

Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training.

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 endorsement and successfully pass examination for position.

Ability to operate all company equipment required.

Must be capable of heavy lifting.

This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Certified Nursing Assistant

Department: 5 Northwest

Schedule: Full Time

Shift: Days

Hours: 7:00am-3:30pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: 1-2 years experience is required

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=926227

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights

Office: Internal Services

Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters. In addition, performs various duties as assigned or required.

Serves as assistant to Pace's Senior Building Engineer. Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred.

1 to 2 years in facilities maintenance desired. Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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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 clear 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 email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.

Work collaboratively as part of a development team. Report directly to department manager.

Work independently with minimal supervision.

Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.

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Network Administrator

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Section Manager, Systems Administration, this position is responsible for planning, configuring, installing and supporting wide and local area network systems and server equipment. Provides support in maintaining network and server hardware and software, analyzing problems, and monitoring the network to ensure availability and security to system users. Coordinates and provides expertise to outside agencies and vendors installing systems or connecting to the Pace network. Proactively monitors system event logs to optimize and prevent any emergencies. Writes network related Request for proposals and Task Requests. Reviews and evaluations of RFPs and proposals. Monitors and tests network and server software performance and provides statistics and reports.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Computer Science, or it's equivalent, and have at least three years of actual intense work experience in Cisco, Windows, and/or Linux local area network environment, or equivalent work and academic experience. Qualified candidate must have proven experience and success with LAN and WAN design and implementations. Proven experience with network capacity planning, network security principles, and general network management best practices. Strong, hands-on technical knowledge of network and server operating systems, including Cisco, Windows, and Linux. Excellent hardware troubleshooting experience and network Performance Tuning. Extensive application support experience with troubleshooting performance related issues. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history. Work is performed in a normal office and computer room environment. Lifting and transporting of moderately heavy objects, such as computers and peripherals. On-call availability for 24/7. Sitting for extended periods of time in a cubicle and standing for extended periods of time in a highly air conditioned computer room.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=666

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Help Desk Analyst

The United Center seeks a well-organized and detail-oriented individual to be a Help Desk Analyst.

The successful candidate will respond to end users inquiries concerning problems including service requests, system status, network connectivity and hardware/software issues for all applications and operating systems.

The candidate will need to analyze and resolve simple to moderately complex inquiries, provide technical support during events as well as other assigned duties.

Must be able to handle multiple projects in a timely and efficient manner.

A flexible schedule is necessary; two years' experience preferred.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources
FAX: (312) 455-4750

No phone calls please.

EOE in a Drug Free Workplace

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Network Technician

Essential Duties and Responsibilities:

- Manage a complex LAN environment of Brocade switches, cabling, VLANs, IP addressing, NAT, and CheckPoint Firewalls
- Oversee the maintenance and repair of cabling (copper and fiber), punch-downs, connections, media converters, and distribution equipment
- Maintain wireless infrastructure keeping network diagrams and documentation current and complete
- Provide support for events at the United Center and assisting other technical departments in diagnosis and correction of problems
- Keep network diagrams and documentation current and complete

Experience:

- Must have a solid background in maintenance and upkeep of network security solutions along with strategic planning for the technical environments
 - Knowledge of, and experience with various networking concepts and protocols; firewalls and security measures
 - Experience with client server based applications such as web servers, e-mail servers, database servers, etc., hardware and software systems
 - Mandatory familiarity with TCP/IP, switching and routing CLI and protocols as well as familiarity with general Windows, MacOS, and productivity tools
- Ideal candidate is a self-starter, highly motivated, results driven, and has the ability to work well in a team environment. Bachelor's Degree and/or commensurate experience required.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources
FAX: (312) 455-4750

No phone calls please.

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- *Restaurants - Servers, Server Assistant, Runners*
- *Retail - Sales Associates, Retail Hostess*
- *Sanitation - Housekeeping, Laundry Room*
- *Suites - Runners*
- *Warehouse - Op Tech*

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.co or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)
Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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Job Title: Executive Secretary III - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 04/08/14 11:59 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-14-0173

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules and regulations; requires thorough knowledge of the principles of office management; requires thorough knowledge of manual and automated office equipment; requires thorough knowledge of arithmetic computations; requires thorough knowledge of composition, grammar, spelling and punctuation, requires the ability to type accurately at 55wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm Off Days: Sat/Sun

Work Location: Illinois Youth Center - Warrenville

30W200 Ferry Rd.

Warrenville, IL 60555

Fax (630) 983-6213

Agency Contact: Blanca Lopez

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: Licensing Investigator III

Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 03/26/14 5:00 PM Central Time
Salary: \$4,063.00 - \$5,915.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: DFPR 8868

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires three years investigative experience in law enforcement or 3 years experience as a licensed private detective in Illinois. Requires extensive knowledge of the State's professional and vocational licensing laws, in particular the Illinois Private Detective Act and Collection Agency Act; of the law enforcement provision of all laws administered by the Department; and of Judicial Rules of evidence for the collecting and accrual of evidence. Requires ability to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution, or for use as a basis for a license revocation proceeding; to understand, interpret and explain statutory requirements, rules, regulations and procedures; to develop and maintain satisfactory working relationships and to conduct tactful interrogations and investigations; to provide leadership, work guidance and on-the-job training to lower level investigators. Requires the ability to travel and to travel state-wide on short notice. Requires possession of valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial and Professional Regulation
Professional Regulation/State-wide Enforcement/Investigations/General Investigations
9511 W. Harrison St Des Plaines, IL (Cook)
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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

Closing Date/Time: Tue. 04/08/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 15-IDOL-0022

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 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 responsible administrative experience in a public or business organization. Requires ability to manage a supportive agency program and effectively supervise employees. Requires extensive knowledge of agency programs, policies and procedures.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holiday off

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

Deborah Morris / Human Resources Associate

900 South Spring Street Springfield, IL 62704

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 with a cover memo indicating the specific vacancy ID number you are applying for to the Agency contact/address listed above. You will need to receive a valid grade from Central Management Services. In order to obtain this grade, please follow the instructions below.

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Job Title: Technical Advisor II

Agency: Revenue

Closing Date/Time: Mon. 04/07/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 8729

Minimum Requirements:

Requires graduation for a recognized law school and requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working 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 the ability to travel during assignments. Experience or educational background or certificate related to state and local tax is preferred.

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

Work Location: Illinois Department of Revenue

Legal Services/Property, Sales, & Excise Tax Litigation

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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