



**Position Title: Public Service Administrator Opt.8L (6 positions)**

Monthly Salary Range: \$3,116 -- \$9,765.00

Position Location: One Natural Resources Way, Springfield, IL 62702 (Sangamon County)

Work Schedule: Monday – Friday, 8:30 am – 5:00 pm, 1 hour lunch. Saturday & Sunday off.

**Description of Duties**

Under general direction, performs complex legal and technical work related to Hydraulic Fracturing Regulatory Act, Oil & Gas Act, other statutes and related regulations in the State of Illinois; represents the Department in regulatory and enforcement hearings.

**Desirable Education, Training and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires graduation from a recognized law school; requires a license to practice law in the state of Illinois; requires prior experience equivalent to two years of progressively responsible administrative experience in the general practice of law; experience in legal matters related to administrative law, natural resources, environmental law, oil and gas law, or mining preferred.

*Where to Apply: Carrie Adams*

*One Natural Resources Way, Springfield, IL 62072 217.782.0120 fx 217.557.8406*

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

DATE POSTED: March 25, 2014 LAST DATE TO APPLY: April 7, 2014

Monthly

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**Position Title: Site Technician II**

Monthly Salary Range: \$3,305 -- \$4,731.00

Position Location: Rock Cut State Park, 7223 West Lane Rd., Loves Park, IL 61011 (Winnebago County)

Work Schedule: Friday – Tuesday, Wednesday & Thursday off.  
Friday, Monday & Tuesday: 7:30 am – 3:30 pm  
Saturday & Sunday: 5:30 am – 1:30 pm

**Description of Duties**

Under direct supervision, performs a variety of semi-skilled maintenance and program tasks associated with the operation of Rock Cut State Park, Harlem Hills NP and Rockton Bog NP.

**Desirable Education, Training and Experience**

Requires education and experience equivalent to high school graduation and two year's maintenance or framing experience; preferably associated with the building trades and/or the operation of heavy equipment or machinery; requires a valid driver's license; requires ability to obtain a pesticide operator's license; requires ability to administer First Aid and CPR and maintain certification in such; requires working knowledge of tools and equipment used in the trades and/or operation of heavy equipment or farm machinery and implements and/or warehousing; requires ability to inform visitors of site facilities, programs, rules and regulations; requires ability to follow written and oral instructions; requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds; requires ability to lift, carry and transport loads; requires ability to walk over rough and broken terrain; requires ability to work under adverse conditions on year round basis.

*Where to Apply:* Melinda Kitchens 7223 West Lane Rd., Loves Park, IL 61011  
815.885.3311

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**Position Title: Ranger**

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

Position Location: Matthiessen State Park, P.O. Box 509, Utica, IL 61373 (LaSalle County)

Work Schedule: April 1 – October 31: Monday – Friday, 8:00 am – 4:00 pm. Works every other weekend.

November 1 – March 31: Monday – Friday, 8:00 am – 4:00 pm.  
Saturday & Sunday off.

**Description of Duties**

Under general supervision, serves as designated lead worker for staff engaged in semi-skilled and routine activities for the maintenance and operations at Matthiessen State Park, Starved Rock State Park and its satellites – Mitchell Grove Nature Preserve, Sandy Ford Natural Area and Margery Carlson Nature Preserve.

**Desirable Education, Training and Experience**

Requires possession of a valid Driver's License; requires education and experience equivalent to an Associate's degree with courses in life sciences or parks and recreation supplemented by one year of maintenance or interpretive experience; requires ability to obtain a herbicide/pesticide operator's license; working knowledge of departmental rules and regulations; ability to work under adverse environmental conditions; ability to assign tasks, direct and review work of subordinate staff; ability to make minor repairs to tools and equipment; ability to provide information, direction and assistance to the general public. Requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, buildings and grounds; requires ability to lift, carry and transport loads exceeding sixty pounds; requires ability to walk over rough and broken terrain.

*Where To Apply: Mark McConnaughay Matthiessen State Park, P.O. Box 509, Utica, IL 61373 815.667.4726*

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**Position Title: Environmental Protection Legal Investigator I (2 positions)**

Monthly Salary Range: \$3,689 -- \$4,723.00

Position Location: One Natural Resources Way, Springfield, IL 62702 (Sangamon County)

Work Schedule: Monday – Friday, 8:30 am – 5:00 pm, 1 hour lunch. Saturday & Sunday off.

**Description of Duties**

Under immediate supervision, performs beginning legal research and investigation of oil and gas enforcement cases, involving violations of the Illinois Oil and Gas Act, for referral to Department legal staff. Maintains enforcement case computer tracking system and prepares regular status reports regarding enforcement referrals.

**Desirable Education, Training and Experience**

Requires working knowledge of technical report writing and ability to write in a clean and concise manner. Requires working knowledge of word processing and database management software. Requires working knowledge of oil and gas statutory and regulatory programs. Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in investigative work in law enforcement, insurance security or related field.

*Where to Apply: Doug Shutt One Natural Resources Way, Springfield, IL 62072  
217.782.3718*

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

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. Incumbent must have a minimum of 3 years experience in maintenance and/or installation of PBX and telephone systems, and telephone and data circuits.
- A main function of this position is to conduct site inspections at various Tollway facilities during regular work hours as well as subject to being "on-call". This is accomplished by incumbent use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a Valid Drivers License is required
- Must be able to lift 50 pounds
- Must have the ability to work overtime as required including during off hours / holidays / weekends
- Must participate in 24x7x365 scheduled support rotation
- Must carry Tollway issued cellphone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays.
- Knowledge and understanding of a wide range of hardware and analysis equipment, including PBXs, multiplexers, modems, CRTs, controllers, line monitors, etc. is desired.
- Knowledge and understanding of Call Recording and Reporting systems is desired
- Knowledge and understanding of LAN/WAN protocols and topologies; for example, TCP/IP, Frame Relay, X.25, PPP, ISDN, Ethernet, VoIP, SIP is desired.
- Knowledge and understanding of internetworking concepts-including switching, and routing is desired
- Familiarity with ANI/ALI database and lookup integration to a CTI is desired
- Familiarity with UNIX (Linux, HP-UX, Solaris, Aix, etc.) and Microsoft Operating Systems (XP/2003/2008/WIN7) is desired

Ways to apply  Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto: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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**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

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs highly responsible administrative secretarial duties; makes independent decisions within a defined scope applying knowledge of facility and agency policies and procedures. Serves as the Personnel Liaison for the facility certifying that all personnel work is completed; also maintains personnel files and updates position descriptions. Serves as the Group Insurance Representative for the facility, processes all paperwork necessary for making insurance changes and updates. Also serves as the Retirement Coordinator for the facility in advising and administering the retirement services.

**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](http://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](mailto: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: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Fri. 04/11/14 4:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-1110

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Community Psychiatric Services (CPS) Nurse Administrator, performs clerical functions including typing of documents for CPS. Coordinates Central Scheduling Office operations. Interacts with supervisory and line staff of all the CPS units; utilizes various computer programs to prepare documents and forms; serves as liaison, responds to phone calls, mail and has direct staff contact; handles inquiries, explains procedures and redirects or refers staff as needed to their nursing supervisor.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to type at a rate of 35 words per minute.

Work Hours & Location/Agency Contact: Shift: 7:30am - 3:30pm  
Elgin Mental Health Center, Community Psychiatric Services; Central Scheduling  
CONTACT INFORMATION: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Coordinator - Opt 2**

Agency: Healthcare & Family Services

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

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2936

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records and Clerk of the Court payment records to determine the correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issues referrals for accounts in need of adjustments; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience or two years independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.  
Location: Division of Child Support Services / ARO - Downstate Operations (55)  
Satellite Office - Lake County 227A North Genesee Waukegan, Illinois 60085  
Contact Person: Kathy Hunter / Division of Child Support Services  
509 South Sixth Street Springfield, Illinois 62701  
217-557-3900 Office 217-557-1676 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
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**Job Title: Security Therapy Aide Trainee**

Agency: Human Services

Closing Date/Time: Fri. 04/11/14 4:00 PM Central Time

Salary: \$3,089.00 - \$4,315.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 11

Plan/BU: RC009

Bid ID#: EMHC-14-1109

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

**Minimum Requirements:**

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined  
Elgin Mental Health Center - Training - Forensic Treatment Program  
CONTACT INFORMATION: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services

Closing Date/Time: Wed. 04/09/14 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: RC062

Bid ID#: 10-41-80189

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general supervision of the Manager of the Community Rehabilitation/Support Employment Unit, coordinates, develops and administers contacts with service providers for direct services. Provides technical assistance to community leaders, employers, agency contractors and Division of Rehabilitation Services (DRS) field staff involved in Vocational Rehabilitation within the assigned territory.

**Minimum Requirements:**

Requires knowledge, skill and mental developmental equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely-related field. Requires minimum two years' experience in a related field.

Work Hours & Location/Agency Contact: 8:30 a.m-5:00 p.m. Monday-Friday

VR Support/Community Resources

100 West Randolph, Suite 5-300 Chicago, IL 60601

Marc Wade 100 S. Grand Ave, East, 3rd Floor Springfield, IL 62762

Fax: (217)524-3385

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Truck Driver, Class A - Regional - \$1K Sign On Bonus- Chicago, IL**

Requisition Number: 27651

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Chicago

Work State: Illinois

Work Zip: 60647

**Position Description:** As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly.

Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

**Requirements:** •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications  
**Additional Requirements:** •\$1,000 Sign On Bonus •Home Weekly  
•Estimated average earnings of \$60K+ per year •\$1,000 per week guaranteed  
•Floating and filling in for drivers that are sick or on vacation  
•Flatbed experience preferred •Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

**Responsibilities:** This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

**Additional Responsibilities** include but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <http://www.ryder.com/career/opportunities/drivers.aspx>

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**Job Title: Truck Driver, Class A - \$1,000 Sign On Bonus - University Park IL**

Requisition Number: 30550

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: University Park

Work State: Illinois

Work Zip: 60466

**Position Description:** As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

**Requirements:** •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

**Additional Requirements:** •\$1,000 Sign On Bonus •Weekends Off, Home Multiple times Weekly •Estimated Average \$60K+ yearly •Regional work  
•Flatbed transporting steel tubes / Strapping and Tarping required  
•Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

**Responsibilities:** This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

**Additional Responsibilities include but are not limited to:**

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <http://www.ryder.com/career/opportunities/drivers.aspx>

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**Job Title: Truck Driver, Class A - Full Time - \$1,500 Sign On Bonus - Bolingbrook, IL**

Requisition Number: 31257  
Job Category - Department: Drivers  
Employee Group: Regular - Full Time  
Relocation: No  
Travel Requirement: Driver  
Work City: Bolingbrook  
Work State: Illinois  
Work Zip: 60440

**Position Description:** As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

**Requirements:** •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications  
**Additional Requirements:** •\$1,500 Sign On Bonus •Home Daily / M - F  
•Estimated average earnings of \$52K+ per year and \$200+ daily  
•Local/Regional work (Bolingbrook, Chicago, Milwaukee, Oshkosh) •Dedicated routes  
•Flatbed experience preferred •Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

**Responsibilities:** This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

**Additional Responsibilities include but are not limited to:**

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

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**Job Title: Temporary Support Associate - Project Coordinator**

Department: Supplemental Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0250

**Job Description:**

Rush University Medical Center is seeking an exemplary and experienced Temporary Support Associate - Project Coordinator

**General Summary**

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

**Qualifications**

Bachelor's degree strongly preferred.

Minimum of one to five years of project assistance and/or project-based administrative experience required. Proficient Microsoft Excel and Word skills

Minimum typing speed of 45 wpm required. Must have an exceptional sense of detail (given the task of working with and compiling data)

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred. Ability to work under pressure in a team environment with strong attention to detail.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140331121920&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140331121920&)

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**Position Title: Intelligent Transportation Systems Program Specialist**

Classification: Technical Manager V Salary Range: \$5,900 - \$10,005

Union Position: Yes No

Position Number: PW415-23-10-304-40-01 IPR#: 37612

Office/Central Bureau/District/Work Address:

Office of Planning & Programming/Bureau of Urban Program Planning/201 W. Center Ct., Schaumburg, IL

**Description Of Duties:**

This position is accountable for the development and administration of Illinois Department of Transportation (IDOT) initiatives related to the planning, development and deployment of multi-modal Intelligent Transportation System (ITS) initiatives.

**Special Qualifications:**

The following criteria is required:

- A valid driver's license.
- Occasional statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business administration, economics, public finance, public administration and/or transportation engineering.
- Five years experience in business administration, economics public administration and/or transportation engineering
- Ability to present technical information to others with clarity and precision
- Knowledge of the ITS project planning process
- Strong Microsoft Excel and Microsoft Word skills
- Ability to plan, organize and execute administrative or technical program requirements

**Shift/Remarks:**

8:00 am - 4:30 pm / Monday – Friday

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, April 8, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. To obtain an IDOT Technical Application (PM1080) visit: <http://www.dot.il.gov/techapp/COvacancy.html>

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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

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### **Microcomputer Specialist**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

#### Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations and maintains an inventory of IT equipment and software.

#### Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations. Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming. Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

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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

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### **Service Worker**

Location: Joliet

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. Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is 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:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must 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. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=273](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273)

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