



**Job Title: Administrative Assistant I - Opt D1**

Agency: Children & Family Services

Closing Date/Time: Wed. 05/21/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1403011-032431

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the General Counsel, performs a variety of important staff and administrative functions; provides input to the General Counsel regarding policies, procedures, and services provided by the division, providing administrative assistance with the legal functions of a state code agency and remaining heavily involved in daily management operations; serves as personnel liaison for the division.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm  
State of Illinois Building 160 N. LaSalle, 6th Floor Chicago, Illinois

Contact: Lorne Garrett  
Office of Legal Services  
2245 W. Ogden, 3rd Floor Chicago, Illinois 60612  
PHONE: (312) 633-3406 FAX: (312) 633-3965

**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 D1 - Dept Child & Family Serv

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**Job Title: Administrative Assistant II - Opt D1**

Agency: Children & Family Services

Closing Date/Time: Wed. 05/21/14 5:00 PM Central Time

Salary: \$3,341.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF028

Bid ID#: 1447025-471129

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Regional Administrator, serves as overall, confidential staff assistant, providing assessment, consultation, and coordination in the management of the Region; interprets policy, procedures, and directives, often of a sensitive and controversial nature; develops reports for the Regional Administrator; serves as the regional personnel liaison.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires two years of professional experience in a public or private organization; requires travel.

Work Hours & Location/Agency Contact: Monday-Friday  
1911 S. Indiana, Chicago IL 60616

Contact: Sue Allen-Oates

JRTC/100 West Randolph, 6-100 Chicago, Illinois 60601

Fax: 312- 814-7134

**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: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of  
Closing Date/Time: Tue. 05/20/14 4:30 PM Central Time  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC042  
Bid ID#: 14-029

**Minimum Requirements:**

Requires knowledge, skills and mental development equivalent to the completion of high school; plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral and written instructions including blueprints and other diagrams; ability to lift and carry 80 pounds. i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. May require possession of appropriate driver's license.

**Work Hours & Location/Agency Contact:**

POSITION LOCATION: General Jones Armory  
5220 Cottage Grove, Chicago IL  
WORK SHIFT: Monday – Friday, 8:00AM – 4:30 PM  
FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

**How to Apply:**

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 05/21/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1449013-495946

**Minimum Requirements:**

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

**Work Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 15115 S. Dixie Hwy, Harvey, IL 60426 Supervisor: Vacant

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

**How to Apply:**

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## **Warehouse Shipping/Receiving Position Available - Chicago**

Posted By: LMN Personnel

Posted Date: 2014-05-10 12:32:13

Location: Chicago, Illinois

Salary: \$38,500 Per Year

We have an immediate first shift opening for a warehouse shipping and receiving clerk in Chicago. We're an office supplier and distribution organization, serving primarily clients in the printing and packaging industry. If you have at least one year of shipping/receiving experience, a good work ethic and a teamwork focus, we have the job for you! Apply today, start next week.

### **Objective**

The shipping and receiving clerk performs admin and warehouse operations for the warehouse, including logistics communications and arrangements, data entry, staging and prep work, loading and unloading and forklift ops.

### **Job Description/Duties**

The shipping and receiving clerk tracks deliveries and shipments, processes records in database, communicates with drivers and vendors, loads/unloads trucks and stages and breaks down pallets. May assist with warehousing and inventory as needed and perform other duties when necessary. Supports the shipping and receiving specialists and manager and is the primary contact for basic communications in the dock area, including answering phones and maintaining schedule.

### **Skills and Specifications**

The clerk must have excellent organizational and communication skills. Computer skills essential, including database/ERP and MS office. Team player with great outlook and dependable work ethic.

### **Education and Qualifications**

Experience with FedEx, UPS, and USPS a plus. Forklift certified a plus. Able to lift 20 plus lbs frequently. HS diploma or GED required.

### **Benefits**

Great pay, paid time off, excellent benefits and lots of opportunity for paid training and advancement. Raise after 90 days, annual reviews and performance bonus program.

Apply online at

[http://www.topratedjobs.org/job.php?record=3637323139&utm\\_source=indeed](http://www.topratedjobs.org/job.php?record=3637323139&utm_source=indeed)

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## **Hiring Experienced Forklift operators NOW \$12-\$14**

Randstad - Melrose Park, IL

Experienced Shipping / Forklift Associates needed Now!

We have numerous open Forklift positions. We have 12 Forklift Openings in Melrose Park Addison Elk Grove and Lombard.

- Sit-down Forklifts -Stand-up Forklift -Cherry Pickers -Reach Trucks -RF Scanners
- UPS/Fedex shipping systems.

We have open temporary, temporary to hire, direct hire and permanent positions in the following towns: Schaumburg: 60173 Bensenville 60106 Itasca 60143 Northlake 60164 Working hours: 1st shift If you meet the following expectations.

You can also email a copy of your resume to [ebony.dawson@randstadusa.com](mailto:ebony.dawson@randstadusa.com)

- Two or more years prior forklift experience with a solid safety record, ideally in a fast paced forklift environment
- Prior exposure to manufacturing desired, preferably the food or beverage industry with knowledge of GMPs
- Solid computer skills, including Word, Excel, Outlook and the use of warehouse management systems (WMS) and business management software, SAP preferred
- Demonstrated sense of urgency and comfort working in a fast pace forklift environment
- Ability to work independently or with a team with solid communication skills -Solid problem solving and decision making skills
- Ability to move/lift 50 lbs various times over a shift, basic math and reading skills

Please SUBMIT A RESUME

Please apply online @ [www.randstadstaffing.com](http://www.randstadstaffing.com)!!

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**Job Title: Child Welfare Administrative Case Reviewer**

Agency: Children & Family Services

Closing Date/Time: Wed. 05/21/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1400013-000147

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to a Master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: Administrative Case Review, DCFS

15115 S. Dixie Harvey, Illinois

AGENCY CONTACT: Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

Phone: 217-785-0364 Fax: 217-557-0690

**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: Clinical Pharmacist**

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

Salary: \$6,419.00 - \$9,964.00 monthly

\$77,028.00 - \$119,568.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-81466

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, functions as a clinical pharmacist in the pharmacy at Elgin Mental Health Center; provides clinical monitoring and reviews recipient drug therapy and treatment regimens; dispenses pharmaceutical preparations and supplies. Verifies clinical services are appropriate with respect to chronological age, developmental age and social maturity of the adult (18-64 years) and geriatric (65+ years) populations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of an accredited five year College of Pharmacy including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacist Introduction to Clinical Pharmacy; requires registration as a Pharmacist in the State of Illinois; requires one year professional experience as a registered practicing pharmacist.

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

Elgin Mental Health Center

750 South State St Elgin IL 60123 (Kane County)

**How to Apply:**

Please submit applications to:

Lisa Horsley / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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: Stores Clerk**

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 4:00 PM Central Time

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-1501

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine clerical and manual tasks such as the receiving, stocking and shipping of inventory in the Central Stores of the Elgin Mental Health Center; keeps simple records. Maintains the general area regarding the safety and sanitation requirements and serves as a back up in the processing, sorting of U.S. and inter-office mail, including social security and paychecks for hospital patients. Delivers daily all supplies and mail to all departments, including medication to patient treatment units.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of high school. Prefers experience in the keeping of stores and stores records. Requires the ability to use a fork lift and requires a valid Illinois driver's license.

**Work Hours & Location/Agency Contact:**

Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center; Central Stores

**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: Support Service Worker**

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009

Bid ID#: 10-72-81685

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact: WORK HOURS: Mon -Fri 8:00 AM -4:30 PM  
WORK LOCATION: Elisabeth Ludeman Center 114 N. Orchard Dr. Park Forest, IL 60466  
CONTACT PERSON: Alice M. Chambers / Human Resources Representative  
Elisabeth Ludeman Center 114 N. Orchard Dr. Park Forest, IL 60466 708-283-3015

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: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Mon. 05/19/14 5:00 PM Central Time

Salary: \$42.79 / Hour Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 8741

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

**Work Hours & Location/Agency Contact:**

Work Hours: Rotating Shifts; Rotating Days Off

Work Location: CMS/Property Management/Facilities/Northern Region/Elgin Mental Health Center 750 S. State Street Elgin, IL (Kane County)

Agency Contact: A & R Shared Services Center

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

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

**How to Apply:** This position 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](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: Correctional Casework Supervisor**

Agency: Corrections

Closing Date/Time: Wed. 05/21/14 11:59 PM Central Time

Salary: \$5,467.00 - \$7,513.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDOC29-05-14-5128

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a master's degree in behavioral or social sciences; requires two years of progressively responsible professional experience in corrections, behavioral, social sciences or a related field; requires thorough knowledge of counseling and guidance principles and techniques; requires thorough knowledge of the principles and practices of criminology, corrections or casework; requires knowledge, understanding various cultures, racial and socially diverse populations services by IDOC; requires knowledge of the principles and practices of sociological and psychological services; requires ability to supervise and instruct staff members; requires ability to communicate effectively both orally and in writing.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 8:30a - 5:00p Monday - Friday (Sat/Sun off)

AGENCY/LOCATION: Dept. of Corrections / Parole Re-Entry Group Dist. I

1110 S. Oakley Ave. Chicago, IL 60612

CONTACT INFO: IL Dept. of Corrections / Peoria Parole Office

Attn: Melinda Cloninger, Hum. Res. Rep.

1115 N. North Street, Suite B Peoria, IL 61606

**How to Apply:**

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### **Cashier job in CHICAGO**

Requisition ID: 319296BR

Job Function: Cashier

Employment Category: Regular, Part-time

Location: 1601 N HARLEM AVE CHICAGO, IL 60707, US

Post Date: 04/28/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01090

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale
- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Apply online at <http://jobs.sears.com/career/279240/Cashier-Illinois-IL-Chicago>

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**Residential Appliance/Refrigeration Technician (West Chicago, IL)**

Requisition ID: 270304BR

Job Function: Repair/Installation

Employment Category: Regular, Full-time

Location: 6153 S WESTERN AVE CHICAGO, IL 60108, US

Post Date: 04/28/2014

Brand: Sears

Business Unit: Home Services - In Home

Store: 28037:

Responsibilities/Skills/Experience Requirements: To provide the proper customer focus, the In-Home Service Technician must:

- Work as a dedicated team member to ensure fast, flexible and expert service to every customer
- Demonstrate a sense of urgency to meet customer time commitments
- Successfully complete all Technician III training elements within required timeframes
- Meet key performance metrics and/or productivity goals as defined by the business
- Provide knowledgeable and courteous repair service
- Continuously look for methods to improve business performance and enhance the customer experience
- Follow the Value Added Services Process (i.e., selling extended warranties, water filters, etc.) by effectively communicating the benefits to the customer
- Provide direction to a Technical Helper, as applicable
- Ability to receive truck stock at home if the company vehicle is retained at the technician's place of residence or other designated location.
- Mentor other technicians, as applicable
- Maintain truck stock inventory within the prescribed company guidelines and standards
- Follow the truck maintenance schedule and keep a clean, organized truck
- Adhere to all company policies and procedures
- Perform miscellaneous duties as assigned

Experience/Education:

- High School diploma or general education degree (GED) preferred
  - Must be at least 18 years of age
  - Certification and /or licenses as required
- Applicants holding a master-level trade / occupational license(s), i.e. HVAC/Mechanical, Electrical, General Contractor, Plumbing, which may be used to qualify Sears, may be given hiring preference and additional compensation based on business needs. Please indicate the type of license held, state in which it is valid, and the expiration date on your resume and/or application.
- Must be able to pass the pre-employment drug screen, criminal background check and driver's license check
  - Must possess and maintain a valid state driver's license and be willing to submit to random drug testing, per company policy.
  - Experience and aptitude with computers and databases

Apply online at <http://jobs.sears.com/career/243502/Residential-Appliance-Refrigeration-Technician-West-Chicago-IL-Illinois-IL-Chicago>

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## **Sales Associate (Non Commission) job in CHICAGO**

Requisition ID: 330200BR

Job Function: Sales

Employment Category: Regular, Part-time

Location: CHICAGO, IL 60640, US

Post Date: 05/07/2014

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for: selling and servicing customers within one or more departments, including Lands' End, Footwear, and Fine Jewelry; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay; however, the compensation structure may vary by department or store.

- Takes ownership for enhancing the customer experience, assisting customers by utilizing approved consultative selling practices and guidelines to identify customer needs and provide appropriate solutions
- Consistently meets or exceeds associate performance standards
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience and provide customer solutions when the product is not available in the store
- Maintains current knowledge of merchandise lines; product features, benefits and availability; Sears Advantages, such as the price match and price protection policies; and, if applicable, delivery, installation and/or service options to respond to customer needs
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Sears Purchase Protect, delivery, installation and other miscellaneous income opportunities)
- Processes customer transactions in the Point of Sale system, including sales, returns and exchanges in accordance with authorized procedures
- Completes required training in the expected timeframe, and participates in ongoing learning opportunities
- Partners with other selling and sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones and ring register)
- Maintains merchandise standards and ready all day standards within assigned departments, including replenishment and housekeeping for associates in all departments (and ad set up/take down for associates in Home Appliances, Fine Jewelry and Footwear; pad set up for associates in Home Improvement)
- Uses basic internet navigation to access and print information and reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/289434/Sales-Associate-Non-Commission-Illinois-IL-Chicago>

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### **Driver - Relief Schedule (Full Time/Days)**

Kankakee, Illinois

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

**PRIMARY ACCOUNTABILITIES:**

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

**BASIC QUALIFICATIONS:**

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

**HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

Job Ref: 2000032097010

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=2000032097010&cult=en-US>

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### **Backroom Associate job in NORTH RIVERSIDE**

Requisition ID: 328100BR

Job Function: Sales Support

Employment Category: Regular, Part-time

Location: 7503 W CERMAK RD STE 1 NORTH RIVERSIDE, IL 60546, US

Post Date: 05/02/2014

Business Unit: Stores - Sears Hourly

Store: 01212: Sears North Riverside IL

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

- Partners with Selling and Sales Support Associates to provide superior customer service
- Unloads delivery trucks, moves merchandise to appropriate staging locations, and maintains stockrooms in a neat, orderly, and safe manner
- Serves customers promptly at Merchandise Pick Up
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Performs Fill Floor process multiple times per day based on business need, pulling and staging merchandise for Merchandising & Pricing Associate to place on the sales floor
- Locates and pulls merchandise on Out of Stock Pull List, and stages merchandise for Merchandising & Pricing Associates to place on the sales floor
- Locates and pulls merchandise and fixtures to support sales floor resets
- Completes minor repairs of store stock and customer merchandise
- Assembles merchandise for sales floor display and customer sales
- Completes point of sale equipment repair and assists Facility team as required
- Inspects returned merchandise, and determines proper disposition or handling
- Adheres to merchandise and inventory protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Ability to move up to 50 lbs. in weight to maintain flow of merchandise
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation
- Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/287558/Backroom-Associate-Illinois-IL-North-Riverside>

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**Signal Helper - 90135574 - Chicago**

Date: May 6, 2014

Location Chicago, IL, US, 60607

**SUMMARY OF DUTIES:** A C&S (Communications & Signals) Helper assists signal maintainers in the repair, maintenance and construction of signal equipment such as wayside signals, crossing equipment and electric switch machines. This work involves digging, trenching, painting, wiring and cabling at both inside and outside locations and being a watchman when required. The C&S Helper also operates company vehicles in the performance of their duties as required. Applicants must be able and willing to understand and apply safety rules, practice safe work habits, identify safety risks and avoid potentially risky behaviors and situations.

**ESSENTIAL FUNCTIONS:**

- Must be a minimum of 18 years of age and a high school graduate. Applicants must have a valid driver's license on the date of hire. CDL License preferred. Must be able to perform heavy physical labor. Must be able to read and understand job information written in English. Applicants must be able to perform basic mathematical computations including fractions and decimals. Ability to pass required training with written exams including two weeks of safety training and required department training modules over a 10-month period to progress to qualified maintainer.

- WORK EXPERIENCE:**
- Previous construction experience and/or experience operating construction equipment preferred.
  - Electronic/electrical background or education preferred.
  - Communications, signal, electrical and/or electronic experience preferred.
  - Previous railroad experience in signaling preferred.

Requisition ID: 1448 Band Zone: E3151

Education Requirements: High School/GED

Employment Experience Requirements: 1 - 3 years of experience

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**Job Title: Employment Security Specialist III**

Agency: Employment Security

Closing Date/Time: Thu. 05/22/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 2

Bid ID#: RCRA 11479

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation or design, preferably related to Unemployment Insurance programs; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation or design; preferably related to Unemployment Insurance programs. Requires extensive knowledge of Unemployment Insurance programs, including Disaster Unemployment Assistance (DUA) Program, Emergency Unemployment Compensation Program (EUC), and Trade Readjustment Act (TRA); Service Delivery Bureau programs, service goals, activities and operational systems; Unemployment Insurance Act, rules, policies and procedures, Employment and Training Handbooks 301 and 401. Requires working knowledge of state or federal regulations impacting on the design or operation of ES and UI Programs; training, public relations and automated system capabilities within the agency. Requires the ability to analyze IBIS Claims and Adjudication programming requirements; analyze and interpret Statements of Work for all required adjudication and claims programming changes and updates in IBIS; effectively communicate with internal and external staff in oral and written form, as well as the general public; establish and maintain cooperative working relationships; analyze problems and adopt an effective course of action; and to use a PC and related software programs.

Special Skills: Of the years experience outlined above, requires one year experience in working directly with the Illinois Benefit Information System and Benefit Charging System (BIS). Requires experience and knowledge of IBIS reports, and all UI claims, certification, adjudication and payment policies and procedures.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

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: Executive I - Opt K1**

Agency: Revenue

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOR 8988

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of public and business administration. Requires the ability to develop and manage a supportive agency program. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop and maintain cooperative working relationships. Requires a valid appropriate driver's license and the ability to travel.

**Specialized Skills:** Of the one year of experience, requires managing commercial building projects, AutoCAD experience, and physical/space planning experience; overall proficiency in Microsoft Office suite; creating and formulating complex Excel spreadsheets including the use of formulas.

**Work Hours & Location/Agency Contact:** Work Hours: 8:15 A.M. – 4:45 P.M.

Work Location: Illinois Department of Revenue

Administrative Services/Property Management/Property Control

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 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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