



## **Cook**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded [employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

### **Mail:**

Human Resources Department  
St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

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### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded [employment applications](#) and resumes in the following ways:

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Fax: (773) 962-0034

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## **In-Patient Coder**

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### **Description:**

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

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### **Requirements:**

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Dental Assistant

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### Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

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### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Patient Care Technician**

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### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

### **EOE**

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### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

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## Registered Nurse

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan. EOE

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### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

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## Social Worker

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### Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded [employment applications](#) and resumes in the following ways:

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## Pharmacist Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions.

Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

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### Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.  
Associate's degree from an accredited college or university.  
Licensed Registered Pharmacist Technician in the state of Illinois.  
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded [employment applications](#) and resumes in the following ways:

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Fax: (773) 962-0034

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**Job Title: Civil Engineer Trainee**

Agency: Natural Resources

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

Salary: \$4,190.00 - \$5,840.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: NR916

Bid ID#: 12-32-4732

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision, assists in the engineering review of permit applications for construction in and along the waters and regulated floodplains of the state; inspects proposed and approved construction.

**Minimum Requirements:**

Requires a four year degree from an accredited college in engineering, or knowledge, skill and mental development equivalent to completion of four years of college in engineering. Engineering in training license in Illinois is preferred.

Work Hours & Location/Agency Contact: WORK HOURS Monday - Friday, 7:30 am - 4:00 pm, 1 hour lunch. Saturday & Sunday off.

WORK LOCATION: Illinois Department of Natural Resources  
Office of Water Resources, 2050 West Stearns Road, Bartlett, IL 60103

WHERE TO APPLY: Illinois Department of Natural Resources  
ATTN: Loren Wobig One Natural Resources Way, Springfield, IL 62702  
Phone: 217.782.9130

**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 S3**

Agency: Central Management Services

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

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CMS 8725

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires the ability to develop and manage a small agency program function. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, implement and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to develop and maintain cooperative working relationships. Requires ability to perform research and compile statistical information, and to develop and maintain comprehensive reports. Requires ability to use PC applications such as word processing, spreadsheet and database applications in the development of reports and in the monitoring and tracking of various aspects of the Program. Requires an appropriate, valid driver's license and the ability to travel, statewide.

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

Work Location: CMS/BEP/Compliance & Monitoring

100 W. Randolph St. Chicago, IL (Cook 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 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 S3 - Dept Central Mgt Service**

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**Job Title: Geographic Information Specialist I**

Agency: Natural Resources

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

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 12-00-4730

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under general supervision, performs geographic information system activities for the Illinois Coastal Zone Program; utilizes GIS hardware and software to create maps and spatial analysis reports; creates/obtains databases to assist end users.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to the completion of four years of college with a minimum of 20 semester hours from the related academic disciplines of geography, GIS technology, cartography and computer science. Requires completion of an agency sponsored training program or one year of professional experience in GIS.

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

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

**WORK LOCATION: Illinois Department of Natural Resources**

Illinois Coastal Zone Program 160 N. LaSalle S 700, Chicago, IL 60601

**WHERE TO APPLY: Illinois Department of Natural Resources**

ATTN: Diane Tecic 160 N. LaSalle S 700 Chicago, IL 60601

Phone: 312.814.0665

**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: Human Services Casework Manager**

Agency: Human Services

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

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-82901

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in Family & Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge, and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health, or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures, and goals of public assistance programs and welfare reform in Illinois.

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

Roseland FCRC 11203 S Ellis Chicago, IL 60628

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

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: Administrative Assistant II**

Department: MSP Emergency Services

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Emergency Medicine

Job Number: 2014-0780

**Job Description:**

We are seeking an experienced, highly motivated, friendly and dynamic Administrative Assistant II to join our Emergency Services team at Rush University Medical Center!

**GENERAL SUMMARY:** Provide high quality secretarial and administrative support to Department Chairman and Department Administrator. Professional competency, strong interpersonal and organizational skills, initiative, attention to detail, and good judgment in problem solving are essential to the position. Enforce compliance with all policies, standard operating procedures, and regulations related to routine operations. Maintain courteous, helpful, professional image at all times. Promote teamwork by working together with other department staff and peers. Provide positive and supportive influence to the work group. The individual exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

3-5 years' experience in similar administrative capacity is required.

A bachelor's degree in business, communications or a related field is preferred.

Candidates with an equivalent combination of education, training and experience where the required knowledge, skills and abilities have been acquired will also be considered.

Excellent oral and written communication skills. Strong organizational and problem-solving skills. Ability to work under minimal supervision. Ability to prioritize and meet multiple deadlines. Must be able to work well under pressure.

Intermediate to advanced computer skills in Word, Excel/Access, PowerPoint and Outlook Calendar. Must be willing and able to learn new software/tools/skills to provide high quality support to Chairman and Administrative Director.

Ability to work in a fast paced environment

Excellent interpersonal skills

Work requires the ability to walk throughout the Medical Center.

Work requires lifting or carrying objects 35-40 lbs.

The ability to check documents for errors, use a keyboard to enter and retrieve data, and closely examine images or reports is required.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140623114428&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140623114428&)

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

Agency: Lottery

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: LOT 9193

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction performs highly specialized and sensitive clerical processing of customer complaints against Lottery Agents; processes Electronic Fund Transfer replacement checks; prepares and edits instant and on-line winning claims; performs a variety of complex typing functions for the Regional Office; receives, stores, and distributes promotional and sales materials.

**Minimum Requirements:**

Option 2 - ability to type accurately 45 w.p.m. Requires valid class A Drivers License. Requires lifting of 25-50 pounds. Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires extensive knowledge of office practices, procedures and programs; requires working knowledge of basic mathematics, requires elementary knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment.

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

Work Location: Illinois Department of Lottery

Finance/Budget-Accounts Payable/Claims 1

Check-Writing Center 9511 Harrison Street Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 Coordinator - Opt 2**

Agency: Gaming Board

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IGB 8122

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs technical secretarial and office support functions for the Gaming Unit Supervisor and a staff of agents. Applies a general knowledge of rules, regulations, and procedures of the Illinois Gaming Board (IGB) to gather information to prepare reports, respond to inquiries and type correspondence; schedules meetings and makes travel arrangements for Gaming Unit Supervisor and staff; serves as timekeeper for the section; serves as training coordinator and maintains administrative, investigative and confidential files; receives and reviews travel vouchers; receives, opens, distributes or responds to incoming mail.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires skill in typing accurately at 30 WPM. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Prefers knowledge working with Microsoft Word (6.0 or higher) software and Excel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Gaming Board / Dockside Operations/Enforcement/Joliet Harrah's Casino 151 N. Joliet Street Joliet, IL Will County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-558-0962 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Public Service Administrator - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 07/02/14 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: BB-00 Bid ID#: IG0572

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, plans, organizes, manages and evaluates welfare fraud investigations leading to prosecution in Cook County; researches and evaluates information for various management and investigation reports utilizing Agency computer systems and policy manuals; establishes cooperative working relationships with Agency management staff, law enforcement officials, and federal and local government officials; attends conferences and meetings to plan, develop, and implement new or revised program procedures, policies, legislation, or programs affecting the Bureau; travels to attend conferences and meetings; serves as a full line supervisor.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration; requires three years of responsible administrative experience in a public or business administration, or completion of an agency approved professional management training program. Requires ability to develop and manage a small agency function program. Requires ability to travel to various counties to attend conferences and meetings.

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

Location: Office of Inspector General / Bureau of Investigations

1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Lori Hudgins, Personnel

412 North 5th Street Springfield, IL 62702

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

**How to Apply:**

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

Agency: Revenue

Closing Date/Time: Thu. 07/03/14 5:00 PM Central Time

Salary: \$6,547.00 - \$10,163.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOR 9190

Minimum Requirements: Requires a bachelor's degree, including at least 12 semester hours of accounting courses. Requires four years of progressively responsible experience in the tax auditing of books, records and documents of corporations, partnerships and individuals. Requires thorough knowledge of methods and techniques of tax accounting and auditing. Requires thorough knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals. Requires thorough knowledge of the various tax laws administered by the Department of Revenue; methods, procedures and techniques utilized in the examination and review of tax returns and supporting documentation, and in determining and recommending appropriate corrective action; files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation. Requires ability to direct, supervise and review the activities of professional staff; Requires a working knowledge of the computer programs and applications utilized by audit staff. Requires ability and willingness to travel extensively and frequently, often keeping irregular hours and may require possession of a valid appropriate driver's license. Lifts and carries a personal computer, printer and other materials weighing approximately 50 pounds.

Specialized Skills: Of the four years experience, requires two years advanced and/or lead auditor experience in Sales & Miscellaneous Taxes.

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

Work Location: Illinois Department of Revenue

Audit/Sales & Miscellaneous Taxes/Field-JRTC 100 W Randolph, Chgo, 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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