



Job Title: Program Integrity Auditor Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 06/09/14 5:00 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: RC062

Bid ID#: IG0571

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills; completes assigned auditing projects to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the State to assist senior auditors in conducting audits.

Minimum Requirements:

Requires possession of a bachelors' degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Office of Inspector General / Bureau of Medicaid Integrity
401 South Clinton, 5th Floor Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104

Fax Number (217) 782-7969

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Rehabilitation Counselor Trainee

Agency: Human Services

Closing Date/Time: Mon. 06/09/14 4:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: EMHC-14-1701

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period not to exceed twelve months, participates in an agency-sponsored training program for Rehabilitation Counselors; completes work assignments to develop knowledge, understanding and practical skills in order to provide vocational training and counseling for Elgin Mental Health Center patients.

Minimum Requirements:

Requires a Master's Degree with major coursework in Rehabilitation, Counseling, Guidance, Psychology, or a closely-related human service field.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm
Elgin Mental Health Center - CPS Hinton

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 8688

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago Region - Client Agencies. Travels to various facilities within Chicago area on an as-needed basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

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

Work Location:

CMS/Property Management/Facilities/Chicago & Northern Region - Client Agencies
5323 S. Western 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 06/12/14 5:00 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: RC062

Bid ID#: CS2982

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

CSS - Cook County Judicial Operations (54)

Region 2 - Team D (Northern Region)

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

Agency Contact: Brenda Young 36 S. Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Rental Sales Agent - Payless Car Rental in Chicago Illinois United States

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

Rental Sales Associate Requirements:

At least 6 months of experience in a role where sales and customer service were key elements of your duties

Ability to handle high-pressure sales and service situations in a calm and collected manner

Willing to work various shifts including nights, weekends, and holidays

Basic computer skills in order to enter information into our database

Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Job Title: Rental Sales Agent - Payless Car Rental

Requisition Number: 213973

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/8F610563173A4283984FB792F13BEBFA/job/>

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Customer Service Agent - Payless Car Rental in Chicago Illinois United States

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs – whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage – making you an important part of the Payless team.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record

Must be willing and able to work a flexible schedule including nights, weekends and holidays. Basic computer skills in order to enter information into our database

We provide you: Competitive pay. Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations. In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Job Title: Customer Service Agent - Payless Car Rental

Requisition Number: 213978

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/48003B96B21F4DE1857D356765FA07E2/job/>

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Job Title: Environmental Health Specialist I

Agency: Public Health

Closing Date/Time: Wed. 06/11/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 73959

Minimum Requirements:

Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a Class A driver's license.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30 AM - 5:00 PM
Office of Health Protection / Division of Food, Drugs, & Dairies - West Chicago Region
245 W. Roosevelt Rd. West Chicago, IL

Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-524-0220

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Executive Secretary II - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 06/11/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

\$42,900.00 - \$62,844.00 annually

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: CF014

Bid ID#: 10-92-73592

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Region 2 Regional Administrator, serves as administrative secretary; performs highly responsible secretarial and clerical administrative functions; independently carries out a variety of assignments; reviews all outgoing correspondence for compliance with office policies and procedures; performs sensitive liaison work with local office managers and professional staff; screens calls and greets visitors and refers appropriately; verifies timely completion of assignments.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years secretarial or business college and two years secretarial experience, or completion of high school and four years secretarial experience; requires ability to type accurately at 55 wpm. Requires extensive knowledge of computer program applications, including Microsoft Word and Excel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Will County Office 45 E Webster St Joliet, IL

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Vehicle Service Attendant-Service Agent in Chicago Illinois United States

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago State: Illinois Zip Code: 60666 Country: USA

Requisition Number: 212659

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process.

In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner.

If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you! Vehicle Service Attendant

Requirements:

Must be 18 years of age or older

High school diploma or equivalent or preferred

6 months of prior work experience preferred

Physical ability to move in and out of vehicles

Effective verbal communication skills to communicate with customers, co-workers and management

Must be willing to work outdoors in all types of weather conditions

Must be willing to work various shifts including weekends, nights, and holidays

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Willing to complete pre-employment testing, drug screen and background check

Get your GO on! Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/AD7DE56D8FFD44269FAAAAEFA4A9BF6D/job/>

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Vehicle Return Associate in Chicago Illinois United States

Employee Type: Full Time

Required Experience: 1 Year

Category: Customer Service

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago State: Illinois Zip Code: 60666 Country: USA

Requisition Number: 212677

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

High school diploma

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations, car rental discounts & much more!

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/D415AD44AE9E481DA56D96D466A09BE3/job/>

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC023

Bid ID#: IDPH 80412, 80413

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Coordinator - Opt 2

Agency: Central Management Services

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 8202

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 30 wpm. Requires ability to communicate via telephone and in person with tenants and the public. Requires ability to exercise independent judgment and initiative and establish and maintain effective working relationships. Requires basic knowledge in computer software programs such as word processing, spreadsheet, database and e-mail applications.

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

Work Location: CMS/Property Management/Facilities/Chicago/Northern James R. Thompson Center 100 W. Randolph 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Technical Advisor II

Agency: Revenue

Closing Date/Time: Thu. 06/12/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 9345

Minimum Requirements:

Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois; requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions; requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. This position preferably requires personal computer experience. Requires the ability to travel during regularly course of duties.

Work Hours & Location/Agency Contact:

Work Hours: 8:30 A.M. – 5:00 P.M

Work Location: IDOR/Administrative Law Judge Office Illinois

*This position will be located in one of two locations: Cook or Sangamon. The location of the position will be based on the location of the most qualified candidate.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Parts Clerk in Chicago Illinois United States

Requisition Number: 211810

City: Chicago

State: IL

Country: US

Basic Function:

Order all parts from local vendors, maintain inventory, run inventory reports, stock order reports, remove obsolescence, order parts from National Account Vendors. Maintain warranty parts and dispose of parts at appropriate intervals. Order and maintain appropriate tire inventory.

Reports To: Supply Chain Manager

Skills Required:

Extensive computer knowledge of ADP ERO system, Word, Excel, Phone skills, organizational skills, detail oriented.

Scope: Maintain files, order parts and other duties as assigned by City Supply Chain Manager.

Work Performed:

- 1) Placing Parts orders through appropriate parts suppliers. Utilize National Account Purchasing vendors.
- 2) Create Electronic Purchase Orders, subject of approval of M&D; Manager. Receipt parts against electronic PO.
- 3) Receiving and distributing parts to technicians, logging parts into system, parts pricing, parts numbers, due dates, to reduce down time.
- 4) Follow-up for parts on back order both for in-house AVIS repairs as well as for body shop repairs.
- 5) Complete quarterly parts inventory.
- 6) Bulk relieving parts from inventory, Oil filters, cig. Lighters, ash trays, etc. Control inventory, returning obsolete, overstock, wrong parts delivered, including body shops.
- 7) Organizing Parts room, and maintaining tire inventory. Handling special orders, tires, windshields, wheels, trim. Order all windshields, other glass on daily basis.
- 8) Posting parts to repair orders and reviewing RO's in absence of Supply Chain Manager.
- 9) Order all building maintenance and cleaning supplies.
- 10) Answer phones; coordinate other duties as assigned by Supply Chain Manager.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/parts-clerk/D673C0CDF37846E99D583E56F925BC8D/job/>

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Driver-Shuttler-Hiker in Chicago Illinois United States

Employee Type: Full Time

Required Experience: 0-1 Years

Category: Transportation

Career Level: Experienced (Non-Manager)

Required Education: High School/GED City: Chicago State: Illinois Zip Code: 60666

Country: USA

Requisition Number: 209773

City: Chicago/Midway

As a Driver, you will work full-time, outdoors transporting our rental vehicles to and from various locations safely. You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage.

Basic Qualifications/Minimum Requirements: * Must have a high school diploma * At least 6 months of prior work experience * Valid driver's license and a good driving record * Must be willing and able to work a flexible schedule including nights, weekends and holidays

We provide you: * \$7.85/hour * Corporate discounts, car rental discounts & much more! If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/driver-shuttler-hiker/6E0DD144C35D4716BD00D1DD478B9C01/job/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Courtesy Bus Driver in Chicago Illinois United States

Employee Type: Full Time

Required Experience: 1 Year

Category: Transportation

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago State: Illinois Zip Code: 60666 Country: USA

Requisition Number: 204039

In our Courtesy Bus Driver position you will transport customers to and from the airport terminal and the rental facility safely. You will greet and assist customers with their inquiries and luggage. Inquire whether a customer is a Preferred or a FastBreak member and announce the arrival of a Chairman customer. Communicate stops and other information over an intercom system. Conduct pre and post-trip inspections and log daily work hours in DOT books. You must have excellent communication skills to be able to announce arrival and departure statements using an intercom system.

COURTESY DRIVER REQUIREMENTS:

Must be 18 years of age or older

High school diploma or equivalent or preferred

Minimum of 1 year customer service experience.

At least one year of commercial driving experience preferred

CDL class B with Passenger and Air Brakes and Passenger endorsements as mandated by state and location) with good driving history

Valid DOT Medical Certificate

Excellent interpersonal and communication skills

Must be able to work various shifts including weekends, evenings, and holidays

Ability to maintain and project professional behaviors towards customers and associates

Ability to work outdoors in all types of weather conditions

Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

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The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/8D5DB49B5F18433A9948639A6D6DB8CC/job/>

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Human Resources Representative in Chicago Illinois United States

Requisition Number: 202569

City: Chicago

State: IL

Country: US

Responsibilities will include but not be limited to:

Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands. Drive employee retention efforts for assigned territory and locations. Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements. Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement. Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts. Partner with HR Manager and HR Director to execute human resources strategies and action plans

This position reports to the Human Resources Manager for the North Central Region (located in Chicago, IL). This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana. Approximately 50%-75% travel required.

Bachelor's Degree required

3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:

Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.

Ability to work effectively both as a team player and individually.

Strong HRIS and computer skills preferred.

Excellent oral and written communication skills required.

Proven ability to effectively interface with all levels of management.

High attention to detail while handling multiple tasks is a must.

Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/AFFF4DA9A7214A7FBB258231A57EE804/job/>

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Job Title: Office Administrator III - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 06/12/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: BC0283

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, serves as a working supervisor; manages and directs the activities of the Clerical Services unit; performs para-professional/technical secretarial and office support functions; attends meetings to recommend establishment of new procedures and revision of existing procedures; orders and maintains supplies for bureau staff in Cook County.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of two years' study at a secretarial/business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience; requires working knowledge of the agency's program policies and operations.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Bureau of Collections Services (75) Cook County

401 South Clinton - 5th Floor Chicago, IL 60607

Agency Contact: Mary Alsup

2200 Churchill Rd., B-3 Springfield, IL 62702

Work #: (217) 782-1348 Fax #: +1 (217) 557-4302

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Job Title: Chief Information Officer

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 06/13/14 11:59 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Bid ID#: IWCC-50-14-0007

Description of Duties/Essential Functions Benefits Supplemental Questions
Directs and coordinates the state-wide Information Technology programs for the Illinois Workers' Compensation Commission. Serves as the Information Technology Director. Plans, directs, organizes, evaluates and formulates policies and procedures for the administration and implementation of the state-wide information technology related functions for the Commission. Acts as the project manager for the design and procurement of information systems.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in computer science. Requires prior experience equivalent to four years of progressively responsible administrative experience in information technology. Requires experience in major computer and telecommunication systems. Requires ability to plan, direct and coordinate activities of professional staff in Information Technology. Desires training and experience in micro-main frame design systems and systems methodology. Desires candidate with good managerial skills.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday, 8:30 AM - 5:00 PM

Location: Illinois Workers' Compensation Commission
100 W. Randolph, 8th Floor Chicago, IL 60601

Contact: Human resources Department 312-814-0702

How to Apply:

Send CMS 100 application to:

Illinois Workers' Compensation Commission

Attention: Human Resources

100 W. Randolph Street, 8th Floor
Chicago, IL 60601

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Job Title: Compliance Manager

Agency: Office of Management and Budget
Closing Date/Time: Tue. 07/01/14 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 00000

Minimum Requirements: Candidates should have at a minimum Bachelors of Science degree, a legal / paralegal background and prior compliance and/or audit management experience are preferred. A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy is desirable, or a Bachelor's degree in above areas supplemented with appropriate work experience.

The ideal candidates will possess the following skills and interests:

- Excellent organizational, planning and project management skills and attention to fine detail;
- An understanding of tax-exempt bond issuances and related IRS requirements;
- Ability to review, interpret and apply state statutory requirements relating to budgetary and financial reporting
- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

Work Hours & Location/Agency Contact:

SALARY AND WORK LOCATION

Salary will be determined by the level of education and experience when the job offer is made. All work is out of the GOMB Office located in Chicago, Illinois.
Work hours are 8:30am to 5:00pm Monday through Friday.

How to Apply: Submit resumes by mail, fax, or e-mail.

Email: Jobs.omb@illinois.gov

ATTN: Personnel
603 Stratton Building
Springfield, IL 62706
Fax: 217.524.4876

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