



**Job Title: Employment Security Tax Auditor I**

Agency: Employment Security

Closing Date/Time: Mon. 06/09/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: PP 08284

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

Under general supervision, independently performs less complex, routine professional field audits and investigations; receives training in the performance of more complex payroll audits and field investigations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting, prefers coursework in fundamental and advanced accounting and auditing. Requires one year of professional experience in accounting, external auditing or public accounting OR completion of an approved training program such as the AFACT. Requires working knowledge of: accounting and auditing theories, methods and procedures; laws, rules and regulations relating to State and non-State accounting and auditing procedures. Requires ability to use Personal Computer with related software packages such as word processing, electronic mail, database management, spreadsheets and standard office accounting machines.

**Work Hours & Location/Agency Contact:** WORK LOCATION: Elgin local Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES Recruitment & Selection  
607 E. Adams St. - 9th Floor Springfield, IL 62701

**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).

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

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**BUS PERSON NEEDED!!!**

*FIRESIDE RESTAURANT & LOUNGE*

5739 N RAVENSWOOD, Chicago, IL Edgewater, Andersonville

Job ID: 7592793

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: \$8.00/hr + tips

Experience: 1-3 Years

References: Preferred

Job Description: Looking for fast, experienced busser for high volume restaurant/bar. We are open until 4am Sun-Fri, and until 5am on Sat. Please contact Koni at 773-997-3932. Thanks!

Buscando rapido, busser experimentado para alto volumen restaurante / bar. Estamos abiertos hasta las 4 am domingo a viernes, y hasta las 5 am en Sat. Por favor, pongase en contacto con Koni al 773-997-3932.

Gracias!

Requirements & Skills: Must be able to work nights and weekends.

No walkins or phone calls will be considered. Please apply online at

[http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-fireside-restaurant-lounge-7592793?utm\\_campaign=Engagement&utm\\_medium=Email&utm\\_source=New-Job-Posted&utm\\_content=7592793](http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-fireside-restaurant-lounge-7592793?utm_campaign=Engagement&utm_medium=Email&utm_source=New-Job-Posted&utm_content=7592793)

**Cook**

Department: Food & Nutrition Services

Schedule: Registry

Shift: Rotation

Job Details: HS Diploma/GED

JOB SUMMARY Prepares high quality, nutritious meals for patients and the dining room in a cost efficient and sanitary manner.

JOB QUALIFICATIONS: High School Diploma or GED or 5 years comparable work experience. 2 years previous high volume institutional cooking experience required. Must be able to work from recipes. Basic math skills required; strong organizational skills, ability to work under time constraints; Certified in Food Sanitation by the State of Illinois and the City of Chicago.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=544488](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=544488)

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### **Administrative Assistant (CHS)**

Department: MHP Administration

Schedule: Registry

Shift: Days

#### Job Details:

Reporting directly to the CEO, this role is responsible for providing support to the CHS management to assist with clerical functions throughout the organization as necessary.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for maintaining meeting schedules for the management staff.
2. Coordinates travel schedule as necessary for management staff.
3. Screens calls and visitors.
4. Maintains regular communication with other divisions and departments in order to ensure efficient processing of work, to obtain and relay information and to resolve problems. Responds to a variety of inquiries which require considerable knowledge about the CHS policies, procedures and operations.
5. Assists in the preparation of administrative reports; performs difficult and/or confidential information gathering and compiling.
6. Prepares documents and materials as necessary for committee meetings, presentations.
7. Assists in work assignments amongst the organizations clerical personnel.

#### JOB SPECIFICATIONS:

1. The level of knowledge normally acquired through the completion of a Bachelor's Degree or equivalent work experience.
2. Proficiency in Excel, Word, Power Point.
3. Excellent communication skills with the ability to facilitate groups and possesses well-developed team work and collaboration skills.
4. Interpersonal skills necessary to interact effectively with teams of people.
5. Strong interpersonal and collaborative skills with a customer focus.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=937374](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=937374)

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**Line Cook for immediate Position**

*The Kinderhook Tap*  
800 S Oak Park Ave., Oak Park, IL  
Job ID: 7667539  
Job Type: Full Time  
Shift Type: Night  
Compensation: 11-16\$  
Experience: 3-6 Years  
References: Preferred

**Job Description**

We are looking for a skilled and qualified line cook. This person must be able to work as a team and also independently when needed.

**Requirements & Skills**  
Illinois Sanitation License

No walkins or phone calls will be considered. Please apply online at <http://www.shiftgig.com/job/oak-park/il/line-cook-job-openings-at-kinderhook-tap-7667539>

**Full time delivery driver needed at Giordano's Jackson**

*Giordano's*  
225 W Jackson Blvd Chicago, IL  
The Loop, Printer's Row  
Full Time Delivery Driver

**Requirements & Skills:** Clean driving record

Job ID: 7667291  
Job Type: Full Time  
Shift Type: Morning, Afternoon, Night  
Compensation: Tips +delivery charge  
Experience: 1-3 Years  
References: Preferred

No walkins or phone calls will be considered. Please apply online at <http://www.shiftgig.com/job/chicago/il/delivery-job-openings-at-giordanos-7667291>

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### **Hiring Waitstaff, Bar & Management Position**

*Blue Agave Tequila Bar and Restaurant*

*River North 579 W Kinzie St \*\*\* Gold Coast 1050 N State St Chicago, IL*

Job ID: 7663125

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Minimum wage plus tips

Experience: 1-3 Years

#### Job Description

Blue Agave Tequila Bar and Restaurant is currently hiring energetic and fun individuals for front of house positions including Management, bartenders, host/hostesses and wait staff. We are filling positions for our current location in the Gold Coast 1050 N State St as well as in our River North location 579 W Kinzie St. Both full-time and part-time positions are available.

#### Requirements & Skills

Must be 21, day and night availability

Apply online at <http://www.shiftgig.com/job/chicago/il/assistant-manager-job-openings-at-blue-agave-tequila-bar-and-restaurant-7663125>

### **RN II (Hospital)**

Department: Emergency Department

Schedule: Full Time

Shift: 12 Hr. Shifts

Hours:

Job Details: Current RN IL License and CPR certification required.

#### Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population. Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=116943](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=116943)

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**Job Title Assignment Desk Assistant**

Job Type Temporary/ Per Diem

Auto req ID 18181BR

CBS Business Unit CBS Television Stations

Station WBBM-TV

Location IL-Chicago

**About Us**

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

**PURPOSE OF POSITION:**

To assist assignment editor, reporters and producers in daily news coverage.

**PRIMARY ACCOUNTABILITIES:**

Work at direction of assignment editor to follow up on story tips and make beat checks. Answer questions from public on matters related to news programming. Conduct interviews, as needed. Organize printed scripts for production staff and talent. Run assignment desk, as needed. Other duties, as assigned.

**CORE COMPETENCIES:** Results-Oriented, Dependable, Detail-Oriented, Courteous

**Required Qualifications:** Please see preferred qualifications.

**Preferred Qualifications-MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree in journalism or related field

Prior internship in broadcast newsroom, desirable

EEO Statement - Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?SID=^5GHfQ7VuTxSQprxk59nyiYOtZDvxUiq7ESJ5yunmQ0CoGsekTwYnK/jFAoEAEp2Z&jobId=458363&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=458363\\_5129&GQId=0](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^5GHfQ7VuTxSQprxk59nyiYOtZDvxUiq7ESJ5yunmQ0CoGsekTwYnK/jFAoEAEp2Z&jobId=458363&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=458363_5129&GQId=0)

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## **Job Title Promotion Coordinator**

Auto req ID 18112BR

Job Type Part Time

CBS Business Unit CBS Radio

Station WXRT-FM

Market Chicago

Location IL-Chicago

### About Us

Operating within CBS RADIO is CBS Local Digital Media, a unique brand responsible for the convergence of the division's new and traditional media platforms through creative original content and advanced delivery methods.

**Job Description** WXRT-FM is looking for an outgoing, hard working and creative individuals to join our Promotions team. Responsibilities include working on location at radio station events, live broadcasts, interacting with listeners and some clerical duties. Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment. Candidates must be 21 years old with a valid driver's license.

### Required Qualifications

The right candidate will be a team player who takes initiative with excellent written and verbal communication skills. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations. To perform this job successfully, you must be able to perform each essential duty satisfactorily.

### Preferred Qualifications

Must be proficient in Microsoft Office (i.e. Word, Excel, Outlook, Power Point). Must be a professional and a proven team player with customer focus. Must be able to work days/evenings/weekends. Excellent driving record required. College Degree preferred, marketing or communications a plus

### Additional Information

All applicants must apply through [www.CBSRadio.com](http://www.CBSRadio.com)

### EEO Statement

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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### **Dish Washer!!!**

*Macello Ristorante*

*1235 W Lake St., Chicago, IL*

West Loop, Near West Side

Job ID: 7651277

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: Hourly

Experience: < 1 Year

Job Description: Looking for a hard working and reliable dishwasher to join our team. Experience is desired but we will train the right person. Full and part time shifts available. Open availability is preferred.

Requirements & Skills: Must be able to work weekends.

No walkins or phone calls will be considered. Please apply online at

<http://www.shiftgig.com/job/chicago/il/dishwasher-job-openings-at-macello-ristorante-7651277>

### **Ultrasound Tech I**

Department: Ultrasound

Schedule: Registry

Shift: Rotation

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

Job Details: CPR certified. 3-5 years experience is required. This position works as a staff technologist in an advanced modality of Radiology. Under general supervision, operates ultrasound equipment to produce clinically diagnostic images as directed by physicians, according to established standards and practices. Performs a variety of diagnostic procedures that require independent judgment, ingenuity, and initiatives. This program requires completion of an accredited program in diagnostic medical sonography for Ultrasound. Registered by the American Registry of Diagnostic Medical Sonographers for Ultrasound. Ability to apply medical knowledge /procedures and understand and act on technical information from supervisors, charts, reference books, procedural manuals, etc. Excellent communication and interpersonal skills required. Must be registered in OB/GYN due to the volume of obstetrics. Must be able to perform vascular procedures such as carotid doppler, lower venous and arterial exams. CPR certification required.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=159524](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=159524)

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**CLASS TITLE: PROCESS SERVER**

Code: 1601

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

**CHARACTERISTICS OF THE CLASS**

Under supervision, delivers legal documents throughout Cook County to individuals in order to provide official notification of summonses to appear related to pending civil litigation cases and violations of the Municipal Code, and performs related duties as required

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Must be a retired police officer separated from service in good standing from a law enforcement agency after an aggregate of at least ten years.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

**WORKING CONDITIONS** • General office environment • Exposure to outdoor weather conditions • Exposure to hazardous situations (e.g., environmental dangers, construction sites with uneven terrain, etc.)

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*TIME MANAGEMENT – Manage one's time or the time of others
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*NEGOTIATION – Bring others together and trying to reconcile differences
- \*PERSUASION – Persuade others to change their minds or behavior
- WRITE - Communicate information and ideas in writing so others will understand

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services1600.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services1600.html)

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**CLASS TITLE: PARALEGAL I**

Code: 1616

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

**MINIMUM QUALIFICATIONS -Education, Training, and Experience**

A paralegal certificate from a paralegal training program, accredited by the American Bar Association, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications  Some positions may require a State of Illinois Drivers license

**WORKING CONDITIONS**  General office environment

**EQUIPMENT**  Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)  Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**  Some positions may require the transporting of legal and proprietary documents

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

Some knowledge of:  the legal system and the principles and practices of applicable areas of the law  courtroom procedures and legal terminology  \*legal research

methods and techniques and proper legal citation of authority  \*computer hardware and software technology used in legal research  record keeping and report

preparation methods, practices, and procedures. Knowledge of applicable City and department policies, procedures, rules and regulations  **ACTIVE LEARNING** -

Understand the implications of new information for both current and future problem-solving and decision-making  **ACTIVE LISTENING** - Give full attention to what other

people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times  **CRITICAL THINKING** - Use logic

and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems  **ORGANIZATION** - Maintain, sort, index and

categorize case files and physical documents; manipulate information and computer data to facilitate review and management of case related files; establish order in work

flow

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Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services1600.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services1600.html)

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**CLASS TITLE: LAW CLERK**

Code: 1631

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

**CHARACTERISTICS OF THE CLASS**

Under supervision, provides support to the Law Department in the performance of legal research, factual investigation, and related legal work, and performs related duties as required

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

- Completion of at least one semester in an American Bar Association (ABA) accredited law school Licensure, Certification, or Other Qualifications
- None

**WORKING CONDITIONS** • General office environment

**EQUIPMENT** • Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) • Computers and peripheral equipment (e.g., personal computer, computer terminals) **PHYSICAL REQUIREMENTS** • No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

- the legal system and the principles and practices of applicable areas of the law
- courtroom procedures and legal terminology
- legal research methods, techniques, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances • **\*ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making • **\*ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- **\*CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

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The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services1600.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services1600.html)

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**Producer (3 Positions Available)**

Dept: News

Join WGN-TV News as a Producer specializing in newscasts for our 24-hour cable channel, CLTV. You'll be responsible for several hours of news each day, produced in a unique format that uses all the modern technologies. You'll have creative control of your newscast under the overall direction of the CLTV Senior Producer. You'll also be responsible for work on our website, mobile, social media technologies.

Position requires an individual with experience writing and producing television newscasts. You'll need to demonstrate strong news judgment and the ability to work well with others.

Equal Opportunity Employer

If interested, send resume and DVD to:

WGN-TV Human Resources Department 2501 W. Bradley Place Chicago, IL 60618 Fax: 773-528-1387 Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com), click on the Job Search link and search for keyword "Producer" NO PHONE CALLS PLEASE

**Engineering Systems Programmer**

Dept: Engineering

Responsible for; designing, developing and customizing IT based software and related systems for broadcast operations; providing support to other team members to resolve software based problems; participating in work flow development and assisting with software component portions.

Requires a minimum 3 years programming experience demonstrating increasing structure development and complexity. Demonstrable knowledge of and the ability to write PHP, Java, Visual Basic, and C++ programs as well as database organization and operations including Sequel/SQL. Knowledge of digital audio and video standards and applications in a broadcast facility.

Equal Opportunity Employer

If interested apply online or send cover letter/resume to:

WGN-TV Human Resources Department  
2501 W. Bradley Place Chicago, IL 60618  
Fax: 773-528-1387

Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com), click on the Job Search link and search for keywords "Engineering Systems Manager".

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### **Chief Building Engineer**

Dept: Engineering

Responsible for ensuring the daily satisfactory operation of the heating, ventilation, air conditioning, mechanical, electrical distribution, plumbing, and life safety systems at Bradley Place. Must also ensure a safe and appropriate operational environment for staff, visitors and the broadcast infrastructure by responding to building systems failures and mitigating impact on staff an operations.

Requires a minimum of 7 years of building engineering experience with increasing supervisory and/or management responsibility in a high rise or industrial facility. Must be able to handle physical demands of the position and be available to handle emergency calls 24 hours a day, 7 days a week. Attention to detail and follow-up as well as excellent customer service and trouble shooting skills are necessary.

Equal Opportunity Employer

If interested apply online or send cover letter/resume to:

WGN-TV Human Resources Department

2501 W. Bradley Place Chicago, IL 60618 Fax: 773-528-1387

Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com), click on the Job Search link and search for keywords "Chief Building Engineer".

### **News Writing Internship**

See bio, contact info, and more articles from WGN Web Desk

Department: News

Responsibilities: Intern learns the duties of a TV news writer. Write scripts for newscast, edit video using non-linear desktop editing system, and communicate closely with reporters, producers and editors. Must possess strong writing skills and pass writing test. Equal Opportunity Employer

Must be available to work 32 to 40 hours a week. Available to recent graduates (6 months post graduation) with a degree or suitable coursework in journalism. Mature and professional conduct expected. Pays minimum wage.

To Apply: Send resume and cover letter to Attention: WGN-TV Human Resources Dept. Mail: 2501 W. Bradley Place, Chicago, IL 60618 Fax: (773) 528-1387 Apply On-line: Please go to <http://www.tribjobs.com>, click on the Career Opportunities link then Job Search link and search for keyword "News Writing Internship".

Interns are considered trainees and not employees under the Fair Labor Standards Act of 1973.

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**Job Title: Administrative Assistant I - Opt E1**

Agency: Public Health

Closing Date/Time: Tue. 06/17/14 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#: IDPH 80398

**Minimum Requirements:**

Requires knowledge, skill and mental development to work effectively in fast-paced, dynamic environment with the equivalent of 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. Must demonstrate strong organizational (e.g., must demonstrate ability to create and adhere to timelines) and communication (written and spoken) skills preferred. Computer skills and work experience in Microsoft products including Word, Excel, PowerPoint, etc are highly desirable.

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

Work Hours & Location: 8:30 AM - 5:00 PM

Office of the Director

Regional Health Services - Bellwood

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](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 E1 - Dept Public Health**

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**Job Title: Information Systems Analyst II - Opt W**

Agency: Public Health

Closing Date/Time: Mon. 06/16/14 5:00 PM Central Time

Salary: \$6,217.00 - \$8,699.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 59196

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college with course work in computer science or directly related fields, and three years of professional experience in Web Development Information Technology field. Requires extensive experience developing web applications using web-development programming languages and techniques including HTML5, CSS3, XML/XSL, ASP.net, JavaScript and have experience with Relational Databases and web database connectivity, utilizing ODBC. Requires extensive knowledge of Information Technology concepts and principles, and the principles and techniques of Information Technology Documentation. Requires proficiency with Visual Studio, PHP, Drupal CMS, MySQL and jQuery.

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

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Information Technology

122 S. Michigan Ave. 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](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 W - Web Developer**

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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](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: Employment Security

Closing Date/Time: Tue. 06/17/14 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

Bid ID#: RA 02024

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval as a policy implementing manager serves as a working supervisor of the Problem Resolution & Refund unit. Plans, develops, organizes, controls and evaluates the activities of the statewide Problem Resolution & Refund program; implements policy; develops and implements new and revised operations, procedures and standards. Proposes system or procedure changes to streamline the workflow and enhance quality and timeliness of refund processing.

**Minimum Requirements:**

Requires equivalency to completion of four years college with major courses in Business or Public Administration plus three years managerial experience in a public agency providing comprehensive employment, human resource development or social welfare services. Requires extensive knowledge of Revenue programs and objectives, agency operating systems, Internet and their related requirements. Requires the ability to: develop and manage a major agency program; establish and maintain cooperative working relationships; analyze problems and adopt an effective course of action; develop, install and evaluate new and revised methods and procedures and to use a PC with related software packages such as database management, spreadsheets, electronic mail and word processing.

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).

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

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## **TELECOMMUNICATION ATTENDANT**

Department: Telecommunications

Schedule: Full Time

Shift: Days

### Job Details:

Reporting to the Supervisor of the Telecommunications Department and under direct supervision answers and directs incoming and outgoing calls, operator lines, and emergency lines.

Provides answering services and provides paging services for physicians and hospital personnel.

Monitors the alarm systems and provides updates to on-call schedules for various physicians and departments.

### JOB SPECIFICATIONS:

The ability to learn switchboard skills.

Proficient typing skills.

Completion of a High School Diploma or its equivalent.

The mental/visual/auditory ability to quickly respond to callers and to attend to video screens, panic and fire alarms panels, monitors and small figures.

Interpersonal skills necessary to interact effectively with all department employees and all levels of hospital personnel and to communicate courteously with all types of callers.

Is able to tactfully and effectively handle complaints when called upon.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=592243](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=592243)

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## **HOME HEALTH ADMISSION NURSE**

Department: HOME HEALTH

Schedule: Full Time

Shift: Days

### Job Details:

Reporting to the Clinical Manager of Home Health and working under general supervision is responsible for admitting patients to the agency utilizing a complete comprehensive OASIS assessment and initiating an appropriate plan of care to meet the patients nursing needs and ensuring the patient environment is safe.

*This position supports the north team consisting of north of Roosevelt Road to Lake and McHenry Counties and east from the lake to the northwest suburbs.*

### JOB SPECIFICATIONS:

Completion of an Associate's Degree from an accredited school of nursing. Bachelor's Degree highly desirable.

Current Illinois driver's license and auto liability insurance.

Minimum of one (1) year of nursing experience required. Previous experience in a Home Care environment highly desirable

Current licensure as a Registered Nurse in the state of Illinois.

Experience in completing OASIS documents in a home health care setting required. OASIS certification preferred.

Excellent patient assessment skills. Current CPR certification.

The ability to teach and be a role model for colleagues.

Demonstrated organizational skills, self directed and independent in fulfilling role obligations. Excellent communication and customer service skills.

Technology skills with the use of computer/laptop and cell phones use including texting capability.

The physical ability required to lift/move/ambulate patients.

The ability to perform effectively and efficiently under the pressure of stressful or emergency situations.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=442955](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=442955)

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**Job Title: Human Resources Representative**

Agency: Central Management Services  
Closing Date/Time: Tue. 06/17/14 5:00 PM Central Time  
Salary: \$4,077.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: CMS 9411

**Minimum Requirements:**

Requires knowledge, skill, mental development equivalent to four years of college with course work in personnel management, political science, public administration or related fields plus one year of human resource personnel experience. Requires ability to deal with a high volume of information, making numerous decisions, and substantiate why certain evaluations were made. Requires ability to communicate in a professional manner both orally and by correspondence. Requires ability to follow oral and/or written instructions. Requires ability to sit for long periods of time and to focus on detailed work. Requires ability to establish and maintain satisfactory working relationships.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: CMS/Personnel/Examining & Counseling/TRAEX Testing  
401 S. Spring Street Springfield, IL (Sangamon 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).

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