



Job Title: Training Manager

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$58,676.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 087

Minimum Requirements:

Education, Experience & Training Requirements: A minimum of two (2) years progressively responsible professional experience, preferably post J.D., and preferably in an educational or training environment, or in the development and administration of adult education or training programs, or other relevant legal related work environment. A J.D. from an ABA accredited law school is strongly preferred. Successful candidate must possess organizational, project management, oral and written communication skills, and have a demonstrated knowledge of standard office technologies and legal research products including at a minimum, Microsoft Office 2007 (Word, Excel, Publisher, Outlook), Adobe Reader, PowerPoint, LexisNexis and Westlaw research tools, and a familiarity with Word Perfect, Keynote (Apple), online meeting technologies (GoToMeeting, WebEx, etc.) and distance learning technologies.

Physical Requirements: Ability to sit and stand for extended time periods. Lifting, carrying and transporting of office-related equipment and materials to-and-from meetings and event sites expected. Normal office working environment requiring extensive use of a personal computer, telephone, facsimile, copier, scanner and other office technologies, in addition to the management of off-site facilities and technologies during judicial education events and meetings.

Work Hours & Location/Agency Contact: Monday - Friday 8:30 a.m. - 5:00 p.m. with additional work hours and occasional state-wide travel to-and-from training events and meetings, including some weekend, early morning and evening travel, and overnight stays.

Administrative Office of the Illinois Courts / Judicial Education Division
222 North LaSalle Street, 13th Floor Chicago, IL 60601
Gloria Evans (312)793-2125

How to Apply: Applicants must submit a completed Judicial Branch Employment Application, letter of interest and resume to:
Cyrana Mott, Assistant Director / Administrative Office of the Illinois Courts
Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601
Position will remain open until filled; those persons submitting materials by July 31, 2014 will be given earliest consideration.

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Office Administrative Assistant / Data Entry Clerk
PorterMatt Electric, Inc

Job Description

We are currently seeking a friendly and detail-oriented individual for an Administrative Assistant / Data Entry Clerk position on our Administrative Office team. This is a multi-faceted office role where you will be cross-trained in various duties.

Job Requirements

Must possess strong initiative and be able to complete tasks without direct supervision
Organized and accountable for completing tasks by deadline
Must be able to multi-task and regain focus when interrupted
Punctual and responsible; Detail-oriented and task-oriented
Team player mentality with positive attitude; Excellent customer service skills
Strong writing skills and proper grammar usage for both written and email correspondence; Professional telephone voice
Typing speed of 45+ wpm; Use of 10 key calculator
Knowledge of Microsoft Outlook, Word, and Excel
Associates Degree preferred

Primary Responsibilities:

Provide complete support for office manager with general administrative duties
Input mailing inventory use daily and track usage for approximately 4 million mailings/year for multiple organizations; order new printed inventory as needed
Research issues for customers
Conduct online research projects including contacting state departments by phone to request records and follow up with them
Contact customers to verify payment amount for large donations
Help accounting department by assembling/organizing weekly deposit records for multiple organizations
Data entry; Assist office manager with legal state filings and financial reports
Send correspondence; Keep track of mail forwarding from 30 UPS stores
Order office supplies
Second in charge of answering and directing all incoming phone calls
Provide backup and overflow support for all front office tasks such as filing, customer service, returning calls to customers as needed, and updating customers mailing information

Apply online at

http://www.doostang.com/signups/signup_syndicate_4/650542?save_for_later=false&utm_source=IndeedRiskInternal&utm_medium=sponsored&utm_campaign=RiskInternal&utm_keyword=

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Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 07/15/14 4:30 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-002

Minimum Requirements:

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

POSITION LOCATION: Calumet Avenue Armory

1919 S. Calumet Ave, Chicago

WORK SHIFT: Monday – Friday, 7:00AM – 3:00PM

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

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 Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 07/23/14 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#: 1447029-479647

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

Work Hours & Location/Agency Contact:

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

Team 6B0172 Supervisor: S. D'Souza

Location: DCFS 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO: SUE ALLEN-OATES

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

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

Agency: Human Rights Department

Closing Date/Time: Thu. 07/17/14 5:00 PM Central Time

Salary: \$23.85 - \$35.54 hourly

\$1,795.85 - \$2,675.54 biweekly

\$3,891.00 - \$5,797.00 monthly

\$46,692.00 - \$69,564.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Plan/BU: RC062

Bid ID#: 14-03

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of an Investigations Supervisor, investigates and evaluates simple to moderately complex charges of employment and public accommodations discrimination; conducts fact-finding conferences; submits detailed reports to supervisor for technical review and approval; counsels parties and attempts to negotiate settlements or define suggested settlement terms of the parties to the charge (with supervisory review of written terms); explains and interprets Human Rights Act, agency investigation procedures and rules and regulations applicable to case. Serves an initial training period under immediate supervision.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college preferable with coursework in business, public, personnel administration or social science. Requires elementary knowledge of human rights issues.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 W. Randolph St., 10-100, Chgo, IL, 60601, Contact Person: Janice Woods-Wills, 312-814-6283, FAX: 312-814-6251

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 Assistant - Opt SS1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 07/18/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: GC0050

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of responsible clerical duties; serves as unit receptionist to inquiries from callers and visitors in Spanish for individuals who speak Spanish but do not speak or understand English; receives, date stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, trip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and one year of related office experience; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.
Location: Office of General Counsel / Bureau of Administrative Hearings
401 South Clinton, 6th Floor Chicago, Illinois 60607
Contact Person: Judy Beverly / Bureau of Personnel and Administrative Services
2946 Old Rochester Road Springfield, Illinois 62703
217-557-5244 Office 217-782-8889 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 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 SS1 - Spanish Speaking/General

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Job Title: Social Service Program Planner Iv

Agency: Human Services

Closing Date/Time: Wed. 07/23/14 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

\$65,292.00 - \$99,816.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-97-83247

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development. Requires knowledge and experience using Microsoft Word and Outlook. Requires ability to gather and analyze data. Requires experience working with the TANF population regarding employment and training aspects. Requires knowledge and experience with the Work Verification System (WVS). Requires the ability to travel.

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

Bureau of Workforce Development

TANF Workforce Development Unit

2020 West Roosevelt Rd,2nd Floor Chicago, IL 60608

Please submit applications to: Krissie Buss

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-2116

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: Security Station Attendant

Agency: Illinois Courts/Supreme Court

Salary: \$27,965.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 088

Description of Duties/Essential Functions Benefits Supplemental Questions
Duties include: Providing security for Judges and court personnel on an assigned floor, patrolling floors on foot and observing incidents or concerns that may require additional attention, preparing comprehensive incident reports, maintaining order and decorum during court proceedings, answering the telephone at the security station and disseminating telephone messages, greeting and directing visitors at assigned area, sorting and distributing mail, assisting the First District Appellate Court when required, and preparing meeting rooms.

Minimum Requirements: Education/Experience & Skill: Individual must have a minimum of three (3) years of working experience and certified training within the security or law enforcement field. Certification in CPR/AED is preferred or ability to obtain a certification within six (6) months of hire. Must possess a valid Illinois driver's license. Individual must demonstrate strong interpersonal skills, be able to maintain confidentiality and work in a team environment. This is an UNARMED position.

Physical Requirements: Ability to stand and sit for extended time periods. Ability to patrol floors on foot and deliver packages/mail to different areas of the building and the downtown Chicago area. Some lifting to set-up/take down chairs, tables and equipment for meetings is required. Office work environment requiring business attire.

Work Hours & Location/Agency Contact: 8:30 a.m. - 4:30 p.m.

Supreme Court of Illinois / Michael Bilandic Building

160 North LaSalle Street Chicago, Illinois 60601

Patrick Cronin (312) 793-6303

How to Apply: Applicants must submit resume and cover letter to:

Supreme Court of Illinois

Michael Bilandic Building

Attention: Patrick Cronin

160 North LaSalle Street, 18th Floor

Chicago, Illinois 60601

Applicant's information must be received by 4:30 p.m. on July 23, 2014.

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Program & Event Coordinator (Seasonal) - Movies in the Parks REPOST Job ID: 1595

Closing Date: 07/23/2014

Cultural/Program & Event Coordinator (H)

Location: Central Administration - CULTURE ARTS NATURE

Position

This position will be primarily responsible for the daily operations and logistics of the Movies in the Parks program – including overseeing program crew and staff schedule, troubleshooting audio/visual and technical equipment, traveling to parks across the city (up to 3 per evening) and delivering equipment/supplies as needed and working shifts as part of the Movies in the Parks crew to cover staff absences and vacancies. As such, as a primary job duty, this position will require an employee have reliable access to a personal vehicle in order to travel between various sites across Chicago during the assigned shift.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Salary \$18.00 / Hourly

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Artcraft Instructor (Part Time) Job ID: 1596

Closing Date: 07/23/2014

Recreation/Artcraft Instructor (H)

Location: NORTH REGION - ATHLETIC FIELD PARK

Level: 3312

Up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for developing, teaching and leading artcraft activities for the Park District, in one or more related areas of specialization including, but not limited to, sewing, ceramics, painting, illustrating and handicrafts. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

An Associate of Arts Degree or completion of two full years of course work at an accredited College or University which included a minimum of 20 credit hours in one or more of the following areas, including Art, Fashion Design, Home Economics or a related area of specialization, or graduation from High School or the equivalent GED and three full years of closely related instructional or practical experience in recreation, cultural or business environment, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of a variety of artcraft skills and techniques including sewing, drawing, painting, ceramics and two and three dimensional design. Elementary knowledge of leisure and recreation theories and principles. Effective oral and written communication skills. Technical knowledge and skill in one or more areas of artcraft specialization.

Union: Local 46 Career Service EEO: Paraprofessional FLSA: Non-Exempt

Salary: \$16.81 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Recreation Leader (Year Round- Part Time) Job ID: 1594

Closing Date: 7/22/14

Recreation/Recreation Leader

Location: SOUTH REGION - COLE PARK

(a year-round, part-time position)

THIS POSITION IS BUDGETED UP TO 20 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Location Chicago, IL, US

Job Type Part-time Temporary

Department Rail Operations

SALARY TARGET: \$12.40 PER HOUR

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to maintain a neat and professional appearance, including wearing the CTA issued safety vest and other uniform compliances at all times while on duty.

PHYSICAL REQUIREMENTS: Must be able to lift at least 35 pounds. Must be able to stand for extended periods of time. Required to lift and deploy platform gap fillers (35 lbs.), carrying platform gap fillers, and pushing wheelchairs on platform and within rail cars. Required to climb stairs and balancing on board inspections; assistance of passengers. Required to stoop to maintain station appearance, picking up debris, kneeling and crouching to clear faregate jams; from side of turnstile in 16' aisle. Required to reach and handle to maintain information boards and posting notices. Required to perform duties with noise and vibrations from moving trains. Required to speak and hear to provide information, greet customers, and listen for questions, comments, and special announcements. Required to see near for pass verification and far for observing elevators, escalators and platform for customer safety and color vision to distinguish transfer markings, passes, route maps, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Required to possess a suitable temperament and disposition necessary for establishing and maintaining amiable relations with customers at all times. Possess customer service experience or skills to provide outstanding customer service to customers. Required to possess the skills necessary to effectively assist customers in normal and emergency situations. Required to understand and follows oral and written instructions, accurately performs basic arithmetic operations, and be able to express one self's clearly both orally and in writing. Required to possess the skills necessary to prepare, write, and submit all pertinent reports concisely and accurately in a timely manner.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at

https://irecruitment.transitchicago.com/OA_HTML/OA.jsp?akRegionCode=IRC_VIS_VA_C_DISPLAY_PAGE&akRegionApplicationId=800&OASF=IRC_VIS_VAC_DISPLAY&OAHF=IRC_EXT_SITE_VISITOR_APPL&transactionid=563777554&retainAM=N&addBreadCrumbs=RP&p_svid=6204&p_spid=338059&oapc=6&oas=q4xiUP4Hblf6UwjLA4Jz_g..

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Job Title Engineer II, Structural

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Track & Structural Engineering

SALARY TARGET: \$26.26 - \$40.39

Primary duties and Responsibilities

Reviews shop drawings, design drawings, cost estimates, calculations, and specifications for projects of moderate to large size in compliance with structural engineering principles and applicable policies, codes, and ordinances. Prepares detailed drawings, scope, plans, designs, cost estimates, calculations, and specifications for projects of small to moderate size in compliance with structural engineering principles and applicable policies, codes, and ordinances. Conducts inspections of work sites to assess project status, identify potential problems, ensure compliance with project documents, standards and codes, and recommend solutions to problems that will keep projects within scope and budget. Conducts inspections of existing infrastructure to identify potential problems, ensure compliance with standards and codes, and recommend solutions to identified problems. Researches information to provide logical comprehensive solutions to moderately complex design, and construction problems. Maintains project records and prepares comprehensive reports on inspections, investigations, and tests. Assists senior level engineers in planning, developing, and coordinating projects. Performs related duties as required.

Qualifications: Bachelor's degree in Civil or Architectural Engineering with a Structural Engineering concentration or a related field plus three (3) years of experience related to this position or an equivalent combination of training and experience, provided the degree requirement is met. Must be an Engineer intern, having passed the Fundamentals of Engineering Exam. Valid Illinois Driver's License.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards. Ability to lift 25 pounds. Ability to walk track on elevated structures, in subway tunnels and at grade conditions, after proper safety training. Ability to operate an aerial lift, after proper safety training. This is a bargained for position and is not subject to CTA's residency ordinance. CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at

https://irecruitment.transitchicago.com/OA_HTML/OA.jsp?akRegionCode=IRC_VIS_VAC_DISPLAY_PAGE&akRegionApplicationId=800&OASF=IRC_VIS_VAC_DISPLAY&OAHPP=IRC_EXT_SITE_VISITOR_APPL&transactionid=563777554&retainAM=N&addBreadCrumbs=RP&p_svid=6143&p_spid=325059&oapc=11&oas=c2RC67JPM34vaMoJK4smKw..

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Job Title Maintenance Department Management Positions

Location Chicago, IL, US

Job Type Full-Time Permanent

Department Maintenance

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of the operations, services, and activities of a comprehensive fleet maintenance program. Detailed knowledge of the modern and complex principles and practices in maintaining facilities and fleet.

Detailed knowledge of methods, practices, materials, tools, and equipment common to fleet maintenance. Working knowledge of applicable federal, state and local laws, codes and regulations including those related to construction, facilities, and fleet maintenance and safety standards.

Working knowledge in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions.

Working knowledge of the principles and practices of program development and administration. Working knowledge of occupational hazards and standard safety procedures. Working knowledge of the principles and practices of budget preparation and administration.

Working knowledge of research methods and report presentation.

Strong project management skills.

Good oral and written communications skills and organizational skills.

Good interpersonal skills in dealing with external groups and/or organizations.

Good customer service skills.

Intermediate computer skills.

Ability to analyze problems, identify solutions, propose actions and implement recommendations.

Ability to supervise, direct and coordinate work of assigned staff.

Ability to select, supervise, train and evaluate assigned staff.

Ability to work with sensitive information while maintaining strict confidentiality.

Ability to work collaboratively with other Departments.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Wed. 07/23/14 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-83327

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, serves as a program trainer in a local office of Human Capital Development. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional division, and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures, (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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

Lower North FCRC 2650 West Fulton Chicago, IL 60612

Please submit applications to: Krissie Buss / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-2116

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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Same Day City Courier

Requisition # 2014-93385

Shift 2nd

Location Name POD Chicago IL Clybourn

Street 2300 N Clybourn Ave

Position Type Regular Part-Time

Zip 60614

Job Region Midwest Region 49

Shift: M-F 3p-8p

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

High school diploma or equivalent education

Must be at least 19 years old and have a minimum of two years of driving experience
Valid and current driver's license. Valid and current proof of insurance (even if the courier is only driving the company vehicle) Ability to comply with any specialized regulatory or licensing requirements, as determined by geographic location and/or work assignment; FedEx Office will communicate any specialized regulatory or licensing requirements during the hiring process. Must meet and maintain the FedEx Office Motor Vehicle Requirements, to be audited annually. Must attain satisfactory completion of specialized training regarding transportation of goods with special handling requirements including, but not limited to, dry ice, clinical samples and/or medical products. For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

QUALITY DRIVEN MANAGEMENT (QDM)

(Quality Driven Management strives to deliver market-leading customer experience, business excellence, and financial return through a Quality-oriented culture and day-to-day application of Quality science.) Suggests areas for improvement in internal processes along with possible solutions. Works with management to reduce company costs/wastes, to optimize profitability in areas of responsibility. Applies Quality concepts presented at training during daily activities. Supports FedEx Office Quality initiatives

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs-fedexoffice.icims.com/jobs/93385/sameday-city-courier/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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Title: Catering Driver

Business Unit: Boston Market

Location: 2520 - Chicago - IL

City: Chicago

Metro Area: Chicago/Gary/Kenosha

State: IL

Postal Code: 60657

Description:

Purpose of the position: To safely and efficiently deliver catering orders from a Boston Market store location to our customers.

Job Qualifications:

- All drivers must be 18 years of age
- Need access to reliable transportation to make deliveries
- Own or be willing to purchase a working cell phone
- Must be able to pass the Motor Vehicle Check requirements for Boston Market
- Posses a valid drivers license and proof of insurance
- Need to be able to work a flexible schedule
- Must be able to lift up to 70 pounds to shoulder level

Relationships/Contacts:

Interacts daily with external guests as well as working alongside management teams and team members. Frequent contact with Catering Operations Supervisor, Area Manager, Director of Operations, Account Consultant, and various field support and support center personnel.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Boston Market reserves the right at its sole discretion to amend its policies, programs and/or guidelines, including the contents of this job description, at any time without prior notice.

Apply online at <https://www.peopleanswers.com/pa/access.do?job=196742%3A1-126746&src=727596>

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Job Title: Vehicle Driver

Department/School: Cornerstone

Brand: Childtime Learning Centers

Job Description

Join our talented team, where we inspire children to be lifelong learners! Through our play based curriculum, our affectionate and loving staff ensures that our children are imparted with the knowledge to succeed.

Safely transport children in a bus or van from one loving, educational environment to another with a smiling face!

Have and maintain a safe and violation free driving record.

Ensure the safety of each child by maintaining vehicle functionality on a regular basis as well as implement safety procedures with their school director.

Are caring, compassionate and love what they do!

Have countless advancement opportunities through our on-going training and expansive network of centers and brands.

Are rewarded with hugs from children and praise from parents every day!

We are looking for candidates who are as passionate about the growth and development of the precious children in our care as we are.

We are most interested in talking to applicants who have:

A valid driver's license and a clean driving record

An understanding of all current state and local regulations

Flexibility as to the hours and schedule of work

Experience working in a licensed childcare facility strongly preferred

PLEASE READ: We staff our schools with a core group of full-time employees (32-40 hours per week) as well as numerous part-time employees (20-30 hours per week).

When full-time positions become available in our schools, we try to consider our current part-time employees who are seeking full-time employment. If you are not willing to consider part-time work, please indicate this on your application, otherwise your application will be considered for any full and part-time opportunities as they become available. If we do not currently have openings at this location, your information will be kept on file for future consideration as openings occur.

Address: 1111 N Wells Chicago, IL 60610

Phone: 3125738900

Fax: 3125738880

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?PartnerId=25655&SiteId=5485&jobId=307390&codes=ITRNT-INDED>

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Courtesy Bus Driver

Requisition #: 204040

Chicago, IL

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

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, Flexible Spending Accounts, Basic and Voluntary Life and AD&D 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 with previous driving experience . 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

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

** Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate (as mandated by state and location)

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

<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action;jsessionid=0127548C7F6828D26E2F225B169FDBD4?PSUID=5b323dfa-83cb-4a20-b140-955e73d7757a>

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