



Job Title: Accountant Advanced

Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 08/01/14 5:00 PM Central Time
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DCEO42-40-82700

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Fiscal/Programmatic Monitoring/Data Validation Manager, independently performs professional accounting work, functions as a fiscal monitoring technical expert, organizes, plans and conducts fiscal reviews of department grantees administering the Workforce Investment Act (WIA) including, but not limited to, the Northern Region of the state. Provides fiscal technical assistance to the grantees. All fiscal reviews are in accordance with WIA regulations and is in addition to auditing performed by independent accounting firms. Assists with annual Data Validation of WIA and Trade program files. Position No: 00133-42-40-220-20-01

Minimum Requirements: Requires a valid driver's license to meet the travel requirements to conduct workshops and technical assistance. Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional accounting, fiscal review and monitoring.

Work Hours & Location/Agency Contact:
8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday
IDCEO - EMPLOYMENT & TRAINING - JRTC, 100 WEST RANDOLPH - CHICAGO, IL
CONTACT: Natalie Farmer - Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643
PHONE: 217-785-1577 FAX: 217-524-0189

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: Veterans Nursing Assistant - Certified

Agency: Veterans Affairs

Closing Date/Time: Mon. 07/28/14 4:00 PM Central Time

Salary: \$2,951.00 - \$4,124.00 monthly

Job Type: Part-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-79809-3E2-PT

Minimum Requirements:

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

Work Hours & Location/Agency Contact: Part-time 24 hours per week
3:00pm-11:00pm

Work: Saturday, Sunday and Tuesday

Off: Monday, Wednesday, Thursday and Friday

IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact:

Jeri Gulli

Phone: 815/468-6581 ext 328

Fax: 815/468-1596

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: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 07/31/14 5:00 PM Central Time

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

\$48,924.00 - \$73,152.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-17-83424

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration or legal studies. Requires one year professional experience in a public or private organizations. Prefers experience in the role of RACE-LAN coordinator, prefers knowledge of relational databases; prefers proficiency and use of software applications/computer systems such as Crystal Reports, Microsoft Access, Oracle, MS Power point, Excel, Visio and web-based applications such as GoToMeeting, team viewer; prefers experience in case managements systems/database in Visual Basic or Java; prefers proficiency in presentations skills and proficient witting skills relevant to the development of training materials and technical documentation for end users; prefers experience answering large call volumes; prefers experience in legal environment, working with appeals or administrative hearings.

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

401 South Clinton Chicago, IL 60607

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).

Option H7 - Dept Human Services

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433025-333960

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 Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office 500 N. Green Bay Road Waukegan, Illinois 60085

Supervisor: J. Cummings

SUBMIT BIDS TO: Lora Busse-Fleck / DCFS Aurora Regional Office

8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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: Assistant General Counsel

Agency: Public Health

Closing Date/Time: Mon. 08/04/14 5:00 PM Central Time

Salary: \$4,178.00 - \$7,627.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 76343

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction and supervision of the General Counsel, Represents the Board as an attorney in administrative hearings and compliance matters; prepares notices, motions, complaints, orders, settlement documents, and similar legal documents; prepares and presents oral and written evidence in administrative hearings. Prepares recommendations, impact analysis statements, interpretations of proposed legislation and administrative rules changes; interprets case law and legal principles affecting the Board; drafts proposed legislation/amendments to administrative rules, resolutions, regulations and statutes.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in pre-law. Requires three years of professional experience in the practice of law. Requires thorough knowledge of common law, judicial and quasi-judicial and administrative procedures. Requires the possession of a license to practice law in Illinois.

Work Hours & Location/Agency Contact:

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

Office of the Director Legal Services 69 W. Washington 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:

Send Resumes to:

IL. Dept. of Public Health

Attn: Human Resources

535 West Jefferson 4th Fl

Springfield, IL 62761

Resumes will be accepted through August 4, 2014.

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Job Title: Child Welfare Administrative Case Reviewer

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1400020-000225

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

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

WORK LOCATION: Administrative Case Review

2020 W. Roosevelt Chicago, Illinois

AGENCY CONTACT: Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

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

How to Apply:

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

Agency: State Police

Closing Date/Time: Fri. 08/01/14 5:00 PM Central Time

Salary: \$4,167.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 5

Plan/BU: RC062

Bid ID#: 21-31-ISP14-053

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of the Firearms and Toolmarks Training Coordinator, participates in the Firearms and Toolmarks Section training program; receives work assignments designed to develop knowledge, understanding, and technical skills related to examinations in specialty areas of the section which may include, but may not be limited to, bullet and cartridge case comparisons, operating conditions, range determinations, serial number restoration, toolmark comparisons, casting techniques, lock examinations, and wound tissue examination; demonstrates proficiency in the various examinations, techniques, and instrumentation taught; writes reports on examination results; establishes working relationships with staff members; observes courtroom procedures and demeanor; and participates in skill development mock trials.

Minimum Requirements:

Requires a Bachelor's degree in natural science or forensic science.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday, Saturday and Sunday off.

WORK LOCATION: Illinois State Police

Statewide Training - Forensic Science Center at Chicago

1941 West Roosevelt Road Chicago, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

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 A - Firearm/Prints/Photo/Doc

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Job Title: Office Assistant - Opt 1

Agency: Veterans Affairs

Closing Date/Time: Fri. 08/01/14 4:00 PM Central Time

Salary: \$2,020.00 / Month

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-00-15-84126

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to operate a computer with a working knowledge of Microsoft Windows programs; and to operate commonly used manual and automated office equipment; document scanner, shredder, copier, fax machine, micro-film reader, and perform routine maintenance on equipment.

Work Hours & Location/Agency Contact:

Monday - Friday 8:30 am - 5:00 pm (1 hour unpaid lunch)

Location: IL Dept. of Veterans' Affairs, Prince Home,
1 Veterans Drive, Manteno, IL 60950

Contact: IL Dept. of Veterans' Affairs, Human Resources

833 S. Spring Street

Springfield, IL 62704

Phone : 217-785-1788

Fax : 217-557-7235

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: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82502

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and secretarial functions. Serves as secretary to the Assistant Local Office Administrator.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

Work Hours & Location/Agency Contact: 8:30am- 5:00pm
Medical Fields Operation 1112 South Wabash Chicago, IL 60605

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).

Option 2 – Typing

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Job Title: Office Coordinator - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/30/14 11:59 PM Central Time
Salary: \$3,151.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-82-14-0145

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Business Administrator (Public Service Admin.), performs highly responsible and technical secretarial and office support functions; Serves as secretary to the Business Administrator; gathers and compiles data for special projects; types correspondence and memos. Serves as receptionist; answers and screens calls. Position Number: 30025-29-82-100-00-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of basic mathematics; requires working knowledge of the logic of computer programs/language; requires ability to type accurately at 30 wpm;

Work Hours & Location/Agency Contact:

WORK HRS: 8:00am to 4:00pm Monday thru Friday with days off of Sat and Sunday.
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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 2 - Typing

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Job Title: Public Service Administrator - Opt 1

Agency: Healthcare & Family Services
Closing Date/Time: Thu. 07/24/14 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: GB063
Bid ID#: CS2987

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in accounting; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires experience with direct customer service and conflict resolution; requires the ability to analyze production reports, computer data, and information from management meetings in order to evaluate policies and operating procedures; requires experience as a supervisor.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services Customer Inquiry Resolution Unit (53)
36 South Wabash Avenue Chicago, IL 60603 (Cook County)

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

Work #: (312) 793-9807
Fax #: +1 (217) 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).

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

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Job Title: Public Service Administrator - Opt 8N

Agency: Veterans Affairs

Closing Date/Time: Thu. 07/31/14 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MG063 Bid ID#: 34-50-15-83749

Minimum Requirements: Requires licensure as a Registered Nurse in the State of Illinois with graduation from an approved nursing education program. Requires one of the following: Master's Degree in Nursing and two (2) years of professional nursing experience including staff development, performance improvement, and progressively responsible administrative experience; or a Bachelor's degree in Nursing and three (3) years of professional experience including staff development, performance improvement, and progressively responsible administrative experience; or an Associate Degree or Diploma degree in Nursing and five (5) years of progressively responsible nursing experience including staff development and performance improvement and progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures; the ability to effectively communicate (written and verbal); requires extensive knowledge of training methods, assessment instruments and measurement principles; requires ability to develop curricula for required training for employees and ability to present training to employees in comprehensible fashion; requires knowledge of performance improvement principles and techniques; requires extensive knowledge of staff utilization and employee motivation; requires knowledge and skill in utilizing Microsoft Word and Excel. Candidate must be able to bend, stoop, reach, lift and carry heavy loads.

Work Hours & Location/Agency Contact: 8:00 a.m.- 4:00 p.m. Monday - Friday

Illinois Veterans Home at Manteno 1 Veterans Drive Manteno, IL 60950

Contact: Jeri Gulli 1 Veterans Drive Manteno, IL 60950

Ph: (815)468-6581 Ext. 328 Fax: (815)468-1596

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 8N - Nurse Registered II

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Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 08/01/14 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

\$63,516.00 - \$86,364.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-56-83491

Description of Duties/Essential Functions Benefits Supplemental Questions
Under supervision, in accordance with established standards and administrative policies, performs medical, health safety and instructional activities at the Illinois Center for Rehabilitation and Education-Wood (ICRE-W). Provides direct patient care and primary nursing care services. Serves as the only nursing staff on the day shift. Provides instruction to residents on medical and safety procedures. Functions as facility-wide in-service instructor.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience, or a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

Work Hours & Location/Agency Contact: 11:00am - 7:00 pm

Division of Rehabilitation Services

Bureau of Blind Services 1151 South Wood Street Chicago IL

Please submit applications to: Kelly Kindred / 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: 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: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Mon. 07/28/14 4:00 PM Central Time

Salary: \$2,700.00 - \$3,642.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-82545

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Every Other Weekend Off

7:00am-3:00pm 1/2 hour lunch

IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

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Business Support Specialist

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

Job Description: Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues, capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

Qualifications: Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills. This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

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Electronic Technician II

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level.

Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment. Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7. Qualified candidate must have a good work history and valid drivers license.

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IT Administrative Specialist

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Chief Information Officer (CIO), or designee, be responsible for the preparation of the annual Capital and Operating budgets for the Information Technology (IT) Department. Initiates and confers with Purchasing, Accounting and Capital Financing and Infrastructure staff to ensure all requisitions are correctly entered with proper statements of work, accounting codes and allocation of funds; reviews the expenditures of all administrative costs for the IT Department on a monthly basis, alerting the CIO of irregularities and makes recommendations for correction. Reviews and edits all RFP specifications and purchasing documents to ensure proper formatting and completion. Manages and directs committees that involve the IT Departments specific projects. Reviews all audit points relating to the IT Department and recommends corrective action. Develops and maintains backup and recovery plans and procedures for all equipment and software under the responsibility of the IT Department to ensure a smooth resumption of business in the case of a disaster. Takes the lead for all of Pace to ensure a coordinated plan for deployment of established procedures in case of a disaster.

Qualifications:

Qualified candidate must have at least three (3) years technical experience in information systems, and a B.A./B.S. with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in budgeting and reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of PC software and standard PC/LAN operating systems, utilities and hardware. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

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Payroll Accountant II

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations. Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred.

General knowledge of a report writer such as Crystal Reports is also preferred. The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

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