



**Job Title: Executive I - Opt K1**

Agency: Revenue

Closing Date/Time: Wed. 08/06/14 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#: DOR 8854

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of the Illinois Liquor Control Commission. Requires ability to develop and manage a small agency function program. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires ability to develop and maintain cooperative working relationships.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Revenue  
Liquor Control Commission/Research, Education & Information  
100 W. Randolph St - Thompson Center Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-9993 217-782-9925 Fax

**How to Apply:**

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

Option K1 - Dept Revenue

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**Job Title: Lottery Sales Representative**

Agency: Lottery

Closing Date/Time: Wed. 08/06/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 9453

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

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

THIS POSITION SERVES THE ITASCA, ELMHURST, WOODDALE, BENESENVILLE, ADDISON AND NAPERVILLE AREAS.

Work Location: Illinois Department of Lottery / Sales/Region 2/Territory 204  
586 Territorial Drive, Unit A - Northstar Lottery Group Bolingbrook, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

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

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**Job Title: Corrections Identification Technician**

Agency: Corrections  
Closing Date/Time: Tue. 08/05/14 11:59 PM Central Time  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDOC29-82-14-0363

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Corrections Identification Supv., participates in a program of fingerprint and photographic identification at the Stateville Reception & Classification Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

Position Number: 09801-29-82-410-20-01

**Minimum Requirements:**

Requires completion of an approved training program in the taking and classification of fingerprints; requires completion of an approved course in guard training within six months of employment; requires working knowledge of modern methods and procedures used in fingerprints classification and identification work; requires working knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of photographic techniques.

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

WORK HOURS: 7:00am to 3:00pm Monday through Friday, with days off of Saturday 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Corrections Nurse Trainee**

Agency: Corrections

Closing Date/Time: Thu. 08/07/14 3:00 PM Central Time

Salary: \$3,020.00 - \$6,096.00 monthly Job Type: Full-Time

Location: Logan County, Illinois Number of Vacancies: 3

Plan/BU: RC023 Bid ID#: IDOC29-88-15-0433

EPAR#75410, 75421, 64948

Position # 09836-29-88-210-10-01

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to successfully clear an in-depth background investigation and urine drug test. Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates and students.

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

WORK HOURS: EPAR#75410 & #75421- (2 positions) 3:00 pm - 11:00 pm

Rotating Days Off - Every Other Weekend

EPAR#64948 - (1 position) 11:00 pm - 7:00 am

Rotating Days Off - Every Other Weekend

LOCATION/AGENCY: IDOC/Logan Correctional Center

1096 1350th Street, P.O. Box 1000 Lincoln, IL 62656

CONTACT: Jackie McCray

Logan Correctional Center 1096 1350th Street, P.O. Box 1000 Lincoln, IL 62656

Telephone: (217) 735-5581 ext 219 Fax: (217) 735-1077

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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### **Vehicle Service Attendant-Service Agent in Chicago Illinois United States**

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

#### Vehicle Service Attendant Requirements:

- Must be 18 years of age or older
- High school diploma or equivalent or preferred
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Must be willing to work outdoors in all types of weather conditions
- Must be willing to work various shifts including weekends, nights, and holidays
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Willing to complete pre-employment testing, drug screen and background check

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Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

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

Requisition Number: 212673

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/EB4061C290C44070AF385B26575BF187/job/>

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### **Courtesy Bus Driver - Payless Car Rental in Chicago Illinois United States**

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. You will 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 payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

At Payless, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

#### **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, Basic Life 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

We provide you: •Competitive pay •Medical, Dental, Vision & 401K  
•Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

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

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans /  
Requisition Number: 216376  
Chicago, IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver-payless-car-rental/98D16807D08A4629A927C96F22974ACE/job/>

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**Job Title: Office Administrator III - Opt 1**

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 08/08/14 11:59 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-14-0014

Description of Duties/Essential Functions Benefits Supplemental Questions  
Reviews and verifies Workers' Compensation claims; reviews case material received for completeness and inclusion of attachments; prepares checklist for of missing and prepares mail return to sender; sorts attorneys' appearances; routes court documents to proper sources; responsible for clerical work; sorts sections mail, including court documents and routes to the proper parties; responds to inquiries by telephone and in person; regarding the status of cases; and performs other duties as required or assigned.

**Minimum Requirements:**

Requires working knowledge of office procedures and programs.

Requires working knowledge of elementary mathematics and grammar.

May require skill in typing accurately.

May require skill in taking and transcribing oral dictation.

Requires ability to direct and supervise the work of a nonprofessional office staff.

Requires ability to operate manual and automated office equipment.

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

8:30 a.m. to 5:00 p.m.

Illinois Workers' Compensation Commission

100 W Randolph Chicago, Illinois 60601

Human Resources

(312) 814-0702

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**Job Title: Office Administrator Iv - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 08/05/14 5:00 PM Central Time

Salary: \$3,648.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS3007

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of two years' study as a secretarial/business college and two years' office experience; or completion of high school and four years' Office Assistant experience; or four years' independent business experience; requires working knowledge of the Agency's program operations and policies; requires extensive knowledge of office procedures and programs, elementary mathematics and grammar; requires the ability to direct and supervise work of a non-professional staff. Requires the ability to travel.

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

Location: Division of Child Support Services Cook County - Administrative Operations  
36 South Wabash Avenue, 8th Floor Chicago, Illinois

Contact Person: Brenda Young  
Division of Child Support Services  
36 S. Wabash Avenue, 9th Floor  
Chicago, Illinois 60603  
312-793-9807 Office  
312-793-9808 Fax

**How to Apply:**

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

**Option 1 – General**

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

Agency: Children & Family Services

Closing Date/Time: Thu. 08/07/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1415010-156639

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical support services for Clinical Practice operations, including the Psychiatric Hospitalization Project, involving file maintenance, typing, records processing, and other office support functions.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: Frances Cunningham  
Division of Clinical Practice & Development  
JRTC, 100 W Randolph 6-100 Chicago IL 60601  
Phone: 312-814-4115 Fax: 312-814-5986

**How to Apply:**

SUBMIT NOTICE OF INTEREST IN VACANCY FORM AND/OR APPLICATION TO CONTACT AS LISTED ABOVE. CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST ALSO: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

IF YOU ARE NOT A CURRENT STATE EMPLOYEE, OR HAVE NEVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS, PLEASE CLICK ON THE LINK BELOW FOR INSTRUCTIONS ON HOW TO APPLY.

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### **Courtesy Bus Driver in Chicago Illinois United States**

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. Excellence is rewarded at every level. From our Best in Class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

**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)

We provide you: \*Competitive pay \*Medical, Dental, Vision & 401K \*Full training to learn the business and enhance your professional skills \*Paid vacations, car rental discounts & much more! If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

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Requisition Number: 204041

Chicago, IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/A6254DF0B6994AAA1683F5B111659EE/job/>

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### **Vehicle Return Associate in Chicago Illinois United States**

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

To begin, you'll need the following: High school diploma At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

Get your go on!

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

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

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

Requisition Number: 219424

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/AE5C191157F240BAA498A73EE7556E60/job/>

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 08/06/14 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#: 1447033-470081

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 Supervisor: T. Bates

Location: DCFS/CAC 1240 S Damen Chicago, IL 60608

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

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services

Closing Date/Time: Wed. 08/06/14 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#: 1447034-470016

Minimum Requirements: Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 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. Requires ability to speak and write Spanish at a colloquial skill level. 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 Supervisor: D. Briglio

Location: DCFS/CAC 1240 S Damen Ave Chicago, IL 60608

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](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 SS - Spanish Speaking

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**Job Title: Civil Engineer IV Northern Construction Quality Specialist**

Agency: Transportation

Closing Date/Time: Tue. 08/05/14 4:30 PM Central Time

Salary: \$5,685.00 - \$9,045.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#38008

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position is accountable for conducting on-site and desk compliance reviews of departmental quantity measurement records and to conduct on-site quantity checks; and assists the Construction Quality Engineer to ensure construction inspection, documentation and quality of materials complies with project requirements and departmental policies and procedures. Additionally, this position requires the ability to interpret contract language, plan documents, material designs/testing and other relevant documents for state and federally-funded projects.

Minimum Requirements: The following criteria is required:

- A current Illinois Professional license
- Valid driver's license
- Considerable travel throughout the northern portion of the state

The following criteria is desired: • Six years experience in civil engineering of which five years should be transportation construction and material inspection • Effective oral and written communication skills • Possession of the IDOT construction documentation training certificate or equivalent construction documentation experience • Proficiency in spreadsheet and document creation as well as database usage

Work Hours & Location/Agency Contact: 8:00 am -4:30 pm / Monday – Friday  
Office of Quality Compliance and Review/201 West Center Court, Schaumburg, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by August 5, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:  
<http://www.dot.il.gov/techapp/vacancy.html>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/bartender>

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## **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre.

You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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## Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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## **Cook**

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

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