



**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: Communications Equipment Technician I**

Agency: State Police

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

Salary: \$4,077.00 - \$6,096.00 monthly Job Type: Full-Time

Location: Will County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 21-69-ISP14-036

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with course work in electricity, electronics, and communications systems. Requires valid F.C.C. licensure or certification by an approved organization (Active Radiotelephone, First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; Certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable.) Requires possession of an appropriate valid driver's license. Requires working knowledge of practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair. Requires working knowledge of electronic test equipment operation and application in diagnostic and calibration procedures. Requires ability to read schematic diagrams of electronic circuitry in order to gain an understanding of circuit operation, normal performance characteristics, and diagnostic and adjustment procedures. Requires an experienced ability to recognize and correct communications equipment malfunctions. Requires eye-hand coordination and fine motor skills in the use of hand tools to effect repairs to equipment. Requires physical ability to perform the assigned duties. Requires exposure to unfavorable atmospheric conditions and varied temperatures. Requires the ability to lift up to 75 pounds. Prefers experience in the use of Windows computer operating systems and radio and electronic equipment programming software.

Work Hours & Location/Agency Contact: Work hrs: 8:30 AM to 5:00 PM, Mon thru Fri.

Work location: Illinois State Police / District 6 800 Old Airport Road Pontiac, IL

Agency contact: Shae Bruce / Public Safety Shared Services Center

IDOC 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](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: 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](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: 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](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 SS1 - Spanish Speaking/General

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

Agency: Human Services

Closing Date/Time: Thu. 07/17/14 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#: 10-91-83365

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, psychological and legal terminology.

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

Broadway Central Office FCRC 5050 North Broadway Chicago, IL 60640

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

**Option 2 – Typing**

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Tue. 07/15/14 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: RC028

Bid ID#: 10-91-83099

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Stroger 600 S. Hoyne 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](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: Public Service Administrator - Opt 8N**

Agency: Human Services

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

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: GB063

Bid ID#: 10-72-82389

**Minimum Requirements:**

Requires knowledge, skill and mental abilities equivalent to completion of four years college with course work in nursing services and three years progressively responsible administrative experience. Requires a RN license for the State of Illinois.

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

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

May serve in a monthly rotation as Administrator on duty outside of normal business hours (weekends, evenings & holidays).

Location: Ludeman Center  
114 North Orchard Drive Park Forest, IL 60466

Contact: Alice M. Chambers  
Human Resources Representative  
114 N. Orchard Drive, Building # 60 Park Forest, IL 60466 (708) 283-3015

**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 8N - Nurse Registered IL

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## **Receptionist**

HCR ManorCare - Hinsdale, IL

Job Number 170684189

EEO/Drug-Free Employer

Description: HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team. •Courteously greeting visitors and directing visitors appropriately. •Operating switchboard and training others for relief purposes. •Efficiently processing incoming and outgoing calls. •Filing and copying documents as needed. •Typing correspondence, written communication and reports from hard copy as needed. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED.

### Position Requirements:

Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.

Location: 468 - MCHS - Hinsdale, Hinsdale, Illinois

Category: Administrative - Clerical

### Company Description:

HCR ManorCare is a leading provider of short- and long-term medical and rehabilitation care. Care is provided through a nationwide network of skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home care agencies. The company operates primarily under the respected Heartland, ManorCare Health Services and Arden Courts names.

Apply online at <http://www.beyond.com/job.asp?id=170684189&src=ALRVIEW>

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**Job Title: Registered Nurse I**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: 34-50-13-Cont. 2

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients. Responsible for assigned nursing care activities on a health care unit, utilizing professional training and experience in the field of nursing. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Make regular rounds of patients in relation to nursing duties and physician rounds. Consults with physician and other professional staff regarding patient treatment and care.

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 Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; 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 the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules  
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois  
Contact: Jeri Gulli 815/468-6581 ext 328

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: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

**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: Staff Development Specialist I**

Agency: Human Services

Closing Date/Time: Thu. 07/17/14 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#: 10-91-83367

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative series (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- 5:00 pm

Broadway Central Office

5050 North Broadway

Chicago, IL 60640

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](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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Willing to relocate? The following 5 jobs are in Sangamon County, Springfield, IL.

**Job Title: Building/Grounds Lead I**

Agency: Military Affairs, Department of

Closing Date/Time: Fri. 07/18/14 11:59 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: 15-003

Minimum Requirements: REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school and one year experience in the janitorial field. Requires working knowledge of materials, tools and equipment in use and care of janitorial equipment. Requires working knowledge of materials, tools and equipment used to repair and maintain building and grounds. Ability to make minor repairs and adjustments to janitorial and ground/building maintenance equipment. Ability to perform semi-skilled manual work and/or operate heavy equipment. Employee must be able to effectively communicate with co-workers and supervisors. Ability to prepare simple reports and records. Ability to assign tasks, direct and review the work of semi-skilled and unskilled staff. Require position of an appropriate driver's license. Requires 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 access ceiling fixtures to change light bulbs, paint, etc.; ability to scrub floors,; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents.

Work Hours & Location/Agency Contact: Springfield Mon – Friday, 7:00 AM - 3:30 PM

POSITION LOCATION: Camp Lincoln-Janitorial  
1301 N. MacArthur Blvd. Springfield, Illinois

**How to Apply:**

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

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**Job Title: Disability Claims Analyst**

Agency: Human Services

Closing Date/Time: Fri. 07/18/14 4:30 PM Central Time

Salary: \$5,045.00 - \$7,695.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: BDDS70339

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs a wide range of highly responsible and confidential analytical reviews and studies involving claims determinations in process as well as completed; conducts special studies of individual performance and of work stations. Determines compliance with federal and state statutory provisions, rules, regulations and requirements; prepares special reports for management use. Reports effectiveness of individual performance and agency work flow; provides specific recommendations to improve agency performance; recommends policy changes, clarifications, etc.; serves as confidential consultant on agency assignments.

**Minimum Requirements:**

Requires a bachelor's degree with major courses in medical, premedical, legal, pre-legal, nursing, psychology, pharmacy, health, biological sciences, physical sciences, business administration, management, or disability claims adjudication.

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

WORK LOCATION: Bureau of Disability Determination Services

Quality Assurance 100 North First Street Springfield, Illinois 62794

AGENCY CONTACT: Mindi Tuxhorn

100 North First Street Springfield, Illinois 62794 Fax: 217-558-5076

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Human Resources Specialist**

Agency: Central Management Services

Closing Date/Time: Wed. 07/16/14 5:00 PM Central Time

Salary: \$2,674.00 - \$6,972.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: GB062 Bid ID#: CMS 8982

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Executive Assistant to the Deputy Director, performs professional, complex functions relating to human resources programs, policy and procedures. Responds to personnel-related inquiries, many of which are sensitive and controversial in nature; performs research and analysis of human resources issues for Bureau management; serves as agency specialist in regard to Term Appointment notification letters and inquiries relating to Term Appointments; oversees policy, procedures and requirements of the Sick Advancement Program and Tuition Reimbursement Program; provides administrative support for the Dunn/Marzullo and Michael Curry Internship Programs; conducts and coordinates special projects relating to human resources programs oftentimes of a sensitive and confidential nature.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires extensive knowledge of Personnel Code, Rules, and Pay Plan. Requires working knowledge of state government and its processes. Requires ability to organize and analyze information.

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

Work Location: Illinois Department of Central Management Services  
Bureau of Personnel/Deputy Director's Office-Administration Division  
401 S. Spring St - Stratton Building Springfield, IL - Sangamon County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-6239 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: Juvenile Justice Youth and Family Specialist - Opt 1**

Agency: Juvenile Justice

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

Salary: \$4,481.00 - \$6,743.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DJJ27-00-13-6062

Minimum Requirements: Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use a personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to administer objective psychometric tests; requires the ability to travel, the ability to possess and maintain a valid driver's license and successful completion of an initial pre-service training curriculum.

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

Hrs: 1 - 7:00 am - 3:00 pm Sun, Mon, 11:00 am - 7:00 pm Tue/Wed Thu, Off Fri/Sat

Location: After Care Field Services 707 N 15th St Springfield Ill 62702

Agency Contact: Robert Huck Human Resource Rep

Illinois Department of Juvenile Justice 707 N 15th St Springfield Ill 62702

217-557-1030 - Fax 217-557-1107

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 - Bachelor Degree

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**Job Title: Senior Public Service Administrator - Opt 2A**

Agency: Revenue

Closing Date/Time: Wed. 07/16/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 9504

Minimum Requirements: Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department. Requires thorough knowledge of auditing methods, procedures and techniques. Requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues. Requires ability to develop and manage a major agency program. Requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Illinois Department of Revenue

Audit/Sales & Miscellaneous Taxes

101 West Jefferson St. - Willard Ice Building, Springfield, IL Sangamon County

Agency Contact: A & R Shared Services Center

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

217-558-0987 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 2A - Revenue Audit Field Manager

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

Job Title: Rental Sales Agent - Payless Car Rental

Requisition Number: 213972

City: Chicago

State: IL

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

### Compensation & Benefits:

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

### Rental Sales Associate Requirements:

- Must have a high school diploma or equivalent
- At least 6 months of experience in a role where sales and customer service were key elements of your duties
- Ability to handle high-pressure sales and service situations in a calm and collected manner
- Willing to work various shifts including nights, weekends, and holidays
- Basic computer skills in order to enter information into our database
- Willing to complete pre-employment testing, drug screen, and background check

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

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

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

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/DAD8BBE5F8D44AC8A22844D8BA396320/job/>

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**Administrative Assistant (Fleet Maintenance) in Chicago Illinois United States**

Job Title: Administrative Assistant (Fleet Maintenance)

Requisition Number: 217921

City: Chicago

State: IL

Country: US

**Job Summary**

Avis Budget Group is looking for a dedicated administrative assistant for our fleet maintenance team (Supply Chain Clerk). The fleet maintenance administrative assistant will be responsible for but not limited to the following:

- General administrative tasks such as answering and directing incoming calls, filing, faxing, and copying.
- Communication with vendors regarding the repair and return of company owned vehicles while maintaining / updating a tracking system.
- Electronic matching of invoices to Purchase Orders within our A/P database, including seeking and obtaining missing invoices and credits, and rectifying amount discrepancies from vendors for Supply Chain repairs.
- Maintain records/files of purchases/repairs for end of month accounting.
- Daily communication with location management as to demands of the operation and issues/problems that need further direction.
- Coordinate the defleeting process and wholesale processes.
- Assist with parts invoices.
- Perform other administrative duties and projects as assigned.

Qualifications: •High School Diploma •4 years of administrative, clerical or general office experience •Strong familiarity with Microsoft Office and computer database systems •1 year of customer service experience

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

- Valid Driver's License along with a clean driving record
- Knowledge of automotive or truck maintenance is a plus
- Strong Computer skills & Organizational ability are required
- Time-management, prioritization, and multi-tasking skills needed to function in this capacity.
- Effective communication skills, including verbal, written and listening skills. Ability to interact with both internal and external customers at all levels both in person and over the phone

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/AA Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant-fleet-maintenance/F26EF9091D9947559D3F88BE9FAADD11/job/>

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### **Driver-Shuttler-Hiker in Chicago Illinois United States**

Job Title: Driver-Shuttler-Hiker

Requisition Number: 209773

Employee Type: Part Time

Required Experience: 0-1 Years

Category: Transportation

Career Level: Experienced (Non-Manager)

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

Country: USA

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

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 prior work experience \* Valid driver's license and a good driving record \* Must be willing and able to work a flexible schedule including nights, weekends and holidays

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

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

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

The information listed above is intended to describe the general nature and level of this position.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/driver-shuttler-hiker/473BBF707F9B495FA5ABAE2D1B5F76EE/job/>

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### **Administrative Assistant in Chicago Illinois United States**

Job Title: Administrative Assistant

Requisition Number: 216726

City: Chicago

State: IL

Country: US

This exciting position will provide administrative support at Chicago O'Hare. Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports. Also creating PowerPoint presentations, booking travel, processing expense reports.

In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence.

Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry. This position requires someone who can multi task while working in a very fast paced environment.

#### Minimum Qualifications:

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral) Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant/8306012F213540939B5E6A890D4E65C7/job/>

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