



Job Title: Wabash 610 Supervisor

Positions: 1

Description:

The role of a molding supervisor is to lead the efforts of production employees during their shift. This includes mentoring, motivating, monitoring, disciplining and training their team as well as directing, managing, and coordinating press operations in the Wabash Department. It is the responsibility of the supervisor to ensure that Flexan's policies and procedures are adhered to and maintained. Ideal candidate must be punctual, able to work 5 days a week and work 8-10 hr shifts as well as be able to pass a Drug-screen and Criminal Background check. Pay: \$19.00-

21.00/hr

Shift: 1st

Start Date: ASAP

Location: North Chicago, (Narragansett and Irving Park)

Please direct questions to Jesus@laborpoolapd.com

Job Title: Molder

Positions: 8

Description:

Assist production department with operation of Molding machine that makes Plastic surgical pieces. Strong attention to detail, ability to follow instructions to the letter, good work ethic and punctuality is a must. Must have reliable transportation and ability to lift between 25-50 lbs. Ideal candidate must be punctual, able to work 5 days a week and work 8-10 hr shifts as well as be able to pass a Drug-screen and Criminal Background check. Pay: \$9.00-9.90/hr

Shift: 1st, 2nd, and 3rd, 8 hrs/day, 5 days a week, Monday to Friday (3rd shift experience)

Start Date: ASAP

Location: North Chicago, (Narragansett and Irving Park)

Please direct questions to Jesus@laborpoolapd.com



Job Title: Compounding/Milling/Finishing

Positions: 3

Description:

Assist production department with operation of Molding machine that makes Plastic surgical pieces. Strong attention to detail, ability to follow instructions to the letter, good work ethic and punctuality is a must. Must have reliable transportation and ability to lift between 25-50 lbs. Ideal candidate must be punctual, able to work 5 days a week and work 8-10 hr shifts as well as be able to pass a Drug-screen and Criminal

Background check. Pay: \$9.00-9.90/hr

Shift: 1st, 2nd, and 3rd, 8 hrs/day, 5 days a week, Monday to Friday and occasional Saturdays (3rd shift experience)

Start Date: ASAP

Location: North Chicago, (Narragansett and Irving Park)

Please direct questions to Jesus@laborpoolapd.com

Job Title: Mogul Operator/Batch Maker

Positions: 8

Description:

Follow ingredient sheet to properly apply ingredients to the candy making process. Must be able to read/write proper English, have experience in Food Manufacturing facility under a similar role, have good employment history, have reliable transportation and ability to lift 50 lbs. Ideal candidate must be punctual, able to work 6 days a week and work 12 hr shifts as well as be able to pass a Drug-screen and Criminal Background check.

Pay: \$12.75/hr

Shift: 1st or 2nd, 12 hrs/day, 6 days a week, Sunday to Saturday

Start Date: Pending Interview

Location: Forest Park and Bellwood

Please direct questions to Jesus@laborpoolapd.com

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Sugar Sheller/Polisher

Positions: 10

Description:

Assist production department with application of Sugar to the candy making process. Must have good employment history, experience in food manufacturing facility is a plus. Must have reliable transportation and ability to lift between 50 lbs. Ideal candidate must be punctual, able to work 6 days a week and work 12 hr shifts as well as be able to pass a Drug-screen and Criminal Background check.

Pay: \$10.88/hr

Shift: 1st or 2nd, 12 hrs/day, 6 days a week, Sunday to Saturday

Start Date: Pending Interview

Location: Forest Park

Please direct questions to Jesus@laborpoolapd.com

Job Title: Welder (Welding Dept)

Positions: 20

Description: Loads, unloads, and moves materials within or near plant, yard, or work site, performing any combination of following duties: Reads work order or follows oral instructions to ascertain materials or containers to be move

- Opens containers, using steel cutters, crowbar, clawhammer, or other handtools.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using handtools.
- Conveys materials to or from storage or work sites to designated area, using handtruck, electric dolly, wheelbarrow, or other device.
- Assembles crates to contain products, such as machines or vehicles, using handtools and precut lumber.
- Shovels loose materials, such as sand, gravel, metals, plastics, or chemicals, into machine hoppers or into vehicles and containers, such as wheelbarrows, scrap truck, or barrels.
- May occasionally operate industrial truck or electric hoist to assist in loading or moving materials and products

Pay: \$14.00—\$18.00

Shift: 1st , 2nd, 3rd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: CNC Machinist/Operator/Programmers

Positions: 30

Description:

NC Operator/Machinist Job Purpose: Produces machined parts by programming, setting up, and operating a computer numerical control (CNC) machine; maintaining quality and safety standards; keeping records; maintaining equipment and supplies.

CNC Operator/Machinist Job Duties:

- Loads feed mechanism by lifting stock into position.
- Verifies settings by measuring positions, first-run part, and sample workpieces; adhering to international standards.

- Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.

- Maintains safe operations by adhering to safety procedures and regulations.
- Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.

- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing production and quality logs.

- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- Skills/Qualifications: Conceptual Skills, Process Improvement, Verbal Communication, Functional and Technical Skills, Controls and Instrumentation, Supply Management, Tooling, Coordination, Inventory Control, Attention to Detail, Judgment

Pay: \$11.00—\$14.00

Shift: 1st , 2nd, 3rd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Assembly

Positions: 6

Job Description:

Assembler Job Duties:

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.

- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.

- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.

- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.

- Contributes to team effort by accomplishing related results as needed.
- Skills/Qualifications: Controls and Instrumentation, Equipment Maintenance, Manufacturing Experience, Manufacturing Quality, Mechanical Inspection Tools, Tooling, Safety Management, Quality Focus, Power Tools, Judgment, Decision Making

Pay: \$12.00--\$13.00

Shift: 1st , 2nd, 3rd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Valve Assembly (Engine Department)

Position: 6

Responsibilities for this Manufacturing - Mechanical Assembler job include: Ability to work in a fast paced environment with accuracy and detail Support prototype development and testing of new and existing products.

Strong knowledge of Assembly with a focus on developmental and prototype units
Experience with installation of equipment in test fixtures, mechanical and/or electrical controls Proficient with the use/knowledge of calipers, micrometers, various gauges and inspection equipment/processes Solid ability to read blueprints and/or schematics

Knowledge of GD&T Good computer skills

Candidates must meet the following requirements for consideration:

High School or GED minimum required

Minimum of 3 years experience

Pre-employment drug screen and background check required

Strong knowledge of assembly and testing procedures with a focus on developmental and prototype units

Experience with mechanical and/or electrical controls

Proficient with the use/knowledge of calipers, micrometers, various gauges and inspection equipment/processes

Knowledge of GD&T

A&P License preferred

Experience with installation processes of equipment i.e. test fixtures, mechanical or electrical controls, connecting valves, pumps, and/or power sources

Knowledge of mechanical, hydraulic and pneumatic systems

Pay: \$12.00--\$13.00

Shift: 1st , 2nd, 3rd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Painters (Paint Department)

Positions: 4

- Industrial Spray Painter
- Industrial spray painters operate spray-painting equipment to apply protective coatings to manufactured items or structures.

- Industrial spray painters may perform the following tasks:
 - prepare surfaces to be coated by using various methods (abrasive blasting, high pressure water washing or power wire brushing) to remove grease, dirt and rust

 - monitor extractors, drying fans and heaters
 - spray coatings (such as paint, lacquer, enamel, silver or copper solutions) onto manufactured products to provide finished surfaces

 - move items to drying areas and unload and stack them for further painting or packaging
 - rub down painted items between coats

 - operate paint dipping baths and conveyor equipment
 - touch up defective areas of painted items
 - clean nozzles, containers and hoses of machines.

- Industrial spray painters usually work in noisy factory or construction environments. Most of their time is spent standing or bent over. Protective clothing, masks and goggles must be worn when handling poisonous materials.

- Personal Requirements:
 - enjoy practical and manual work
 - able to cope with the physical demands of the job
 - no chest complaints
 - no allergies related to paints, solvents or dust
 - normal colour vision.

Pay: \$10.00—\$12.00

Shift: 1st , 2nd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Clerical Positions

Positions: Open

Main Job Tasks and Responsibilities

- answering and directing phone calls making phone calls
- taking and distributing messages
- organizing and scheduling appointments
- organizing and coordinating meetings
- handling inquiries and incoming work requests
- reviewing files and records to answer requests for information
- checking and distributing documents and correspondence
- receiving, sorting and distributing incoming mail
- maintaining filing systems compiling records of office activities
- photocopying, scanning and faxing sending emails
- preparing and sending outgoing mailings and packages
- typing documents and correspondence
- checking and entering data updating and maintaining databases
- coordinating work flow controlling basic accounting functions such as checking invoices and making deposits managing petty cash
- monitoring and ordering inventory of office supplies
- keeping office area neat and tidy

Education and Experience

- knowledge of relevant software applications including MS Office proficient in use of email and internet good numeracy skills accurate keyboard skills
- knowledge of office management systems and procedures knowledge of administrative procedures knowledge of basic accounting procedures
- high school diploma or equivalent

Key Competencies

- organizational and planning time management skills and the ability to prioritize work data management attention to detail and accuracy problem-solving
- adaptability customer service orientation team work
- communication skills - verbal and written confidentiality

Pay: \$12.00--\$15.00

Shift: 1st , 2nd

Start Date: Pending Interview

Location: Bedford Park

Please direct questions to Jesus@laborpoolapd.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Assistant Chief Financial Officer

Agency: Illinois Health Information Exchange
Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time
Salary: \$70,000.00 - \$85,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: HIE 9703

Description of Duties/Essential Functions Benefits Supplemental Questions
THE SALARY RANGE FOR THIS POSITION IS \$70,000 TO \$85,000.

The Assistant Chief Financial Officer (CFO) reports to the Executive Director of the ILHIE Authority and shall share responsibilities for the Fiscal Operation of the Authority. The Assistant CFO will assist in developing and implementing both administrative and programmatic policies for the Authority's budget, and fiscal functions. The Assistant CFO must possess an ability to handle multiple priorities in a dynamic, entrepreneurial environment. The Assistant CFO will also help supervise professional and technical staff in financial management, accounting, budgeting, auditing, purchasing, and grants administration. The Assistant CFO will help formulate goals and policies related to the Fiscal operation of the Authority.

Minimum Requirements: Bachelor's degree in accounting or finance required. Minimum five years experience in a fiscal or budgeting function. Professional certification such as Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred, but not required. Requires strong financial modeling and ability to develop and propose alternative fee schedules. Requires effective verbal and written communication skills. Strong presentation and public speaking skills are preferred. Experience in government accounting and auditing is preferred. Prefers experience with ROI calculations for health IT services or products. Prefers supervisory experience.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: IL Health Information Exchange Authority
100 W. Randolph St.- James R. 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
FAX: 217-782-9925 / Phone: 217-524-3954

How to Apply: This position is not covered by the CMS Examining and Counseling testing procedures. All interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 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#: 10-91-84697

Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls, and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation, Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

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

Mid-South FCRC 1642 W 59th St Chicago, IL 60636

How to Apply: Please submit CMS 100 (revised 01/2014) applications to:

Bureau of Employee Services / Contractual Rights Hiring Unit

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

PHONE: 217-557-0347 FAX: 217-524-2116

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Fire Protection Engineer

Agency: State Fire Marshal

Closing Date/Time: Thu. 08/21/14 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#: 50-50-SFM14-013

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction, reviews drawings and specifications for building construction, fire protection system and petroleum installations submitted by architects, engineers and contractors. Provides technical and engineering guidance regarding enforcement positions related to the storage, handling and transportation of petroleum, liquefied petroleum (LP) gas and alternative fuels. Provides training to agency personnel and local enforcement officials. Performs technical assignments such as development or modification of administrative rules; provides testimony at hearings; represents the agency on technical committees.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college culminating with a bachelor's degree in fire protection engineering. Requires possession of Illinois Certificate as a Registered Professional Engineer or the ability to obtain certification as a registered professional engineer within twelve months of employment. Employment will be terminated if certification is not obtained within twelve months. Requires four years of professional fire protection engineering experience.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 AM to 4:30 PM

WORK LOCATION: Office of the State Fire Marshal 100 W. Randolph 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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Industrial Services Consultant II

Agency: Department of Labor

Closing Date/Time: Mon. 08/18/14 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#: 15-IDOL-0030

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Consultant's Manager, performs complex and highly technical industrial and safety consultation work; conducts complex on-site surveys of business establishments by recognizing various safety and health hazards in the workplace.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in related field such as physical sciences or safety/health management; requires one year of experience in industrial safety or related field; requires ability to meet travel requirements of the position.

Work Hours & Location/Agency Contact:

Monday - Friday 8:30 am to 5:00 pm (no weekends or State holidays)

Illinois Department of Labor 160 N. LaSalle Street c-1300 Chicago, IL 60601

Send Applications to: Illinois Department of Labor Attn: Deborah Morris

900 South Spring Street Springfield, IL 62704

email: deborah.morris@illinois.gov

fax: (217) 782-0596

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Law Clerk (Personal Services Contract)

Agency: Human Rights Commission

Closing Date/Time: Mon. 08/18/14 5:00 PM Central Time

Salary: \$12.00 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 54201 PS Contract

Description of Duties/Essential Functions Benefits Supplemental Questions
This Personal Service Contract position within the Illinois Torture Inquiry and Relief Commission will review legal files and commercial databases for information to locate crime victims, obtain current addresses, and notify them of agency and court proceedings; gather and organize confidential materials in claimant files; respond to subpoena requests; ensure compliance with Auditor General file requirements; prepare files for further investigation, including possible drafting and service of subpoenas, subject to supervision by counsel. Assistance with legal memoranda, research and investigations may be requested, depending on the skill level of the successful applicant and needs of the Commission.

Minimum Requirements: Bachelor's degree; current enrollment in law school, prior office experience preferred; understanding of legal terms and processes.

Work Hours & Location/Agency Contact: This is a Contractual Part-Time Position for the Fall Semester. Part time hours between 8:30 am - 5:00 pm Monday - Friday Approximately 15-30 hours/week depending on student schedule. Extension of contract for further semesters, depending on performance and funding is possible but not guaranteed.

IL Torture Inquiry & Relief Commission

100 W Randolph Street Suite 10-300 James R Thompson Center Chicago IL 60601

How to Apply:

This is a Contractual Position - interested applicants must submit a CMS-100 Employment Application, a cover letter and resume to the contact person listed below either by mail or email. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

Rob Olmstead

IL Torture Inquiry and Relief Commission

100 W Randolph Street, Suite 10-300 Chicago, IL 60601

Robert.Olmstead@illinois.gov

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Wed. 08/20/14 4:00 PM Central Time

Salary: \$16.84 - \$21.39 hourly

\$1,347.13 - \$1,710.80 biweekly

\$2,930.00 - \$3,721.00 monthly

\$35,160.00 - \$44,652.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 10

Plan/BU: RC009 Bid ID#: 14/83657,58, 59, 60-67

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients. Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

Minimum Requirements:

Requires successful completion of an approved training program and one year experience in the care, treatment and development of persons with mental illness.

Work Hours & Location/Agency Contact: Intake 4p-12a and 12a-8a

Pav 2 8a-4p and 4p-12a

Pav 4 8a-4p and 4p-12a

Pav 5 8a-4p and 4p-12a

Pav 6 8a-4p and 4p-12a

Valarie Laird/Human Resources

Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141 Fax# 708-338-7078

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 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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll.

Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary.

Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required. Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel.

Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality. Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Liquor Control Special Agent I - Opt SS

Agency: Revenue

Closing Date/Time: Wed. 08/20/14 5:00 PM Central Time

Salary: \$3,958.00 - \$5,708.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DOR 8057

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with coursework in accounting, pre-law, law enforcement, or a related field. Requires one year of experience in general law enforcement or a related field. Requires working knowledge of effective methods of investigations and what constitutes legal evidence. Requires working knowledge of Illinois Liquor Control Commission laws and regulatory practices. Requires ability to interpret and enforce the applicable provisions of the Illinois Liquor Control Act. Requires working knowledge of computer systems and associated software. Requires willingness to work irregular hours and travel frequently. Requires possession of an appropriate valid driver's license. Requires ability to read and speak Spanish at a colloquial level.

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

Work Location: Illinois Department of Revenue

Tax Enforcement Program/Bureau of Liquor Compliance/Chicago Metro Area
9511 Harrison St. (Maine North Regional Building) Des Plaines, 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 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 SS - Spanish Speaking

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Natural Resources Coordinator - Opt 4

Agency: Natural Resources

Closing Date/Time: Fri. 08/22/14 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 12-00-4764

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the program manager, as a professional staff assistant, provides assistance in developing and implementing highly complex and comprehensive restoration ecology program for the general service area within the coastal zone from the Chicago city limits to the Indiana border.

Minimum Requirements: Requires a bachelor's degree in natural resource management or a related biological science (biology, zoology, ecology, conservation biology) supplemented by one year of experience in natural resource management. Requires ability to prepare and maintain records and written narrative reports. Requires ability to deliver planned and impromptu informational presentations. Experience with the following is highly desirable: natural resources aspects of urban and regional planning and programming; storm water practices; environmental education; federal grant management; grant writing, and GIS mapping.

Work Hours & Location/Agency Contact: WORK HOURS Monday - Friday: 8:30 am - 5:00 pm, 1 hour lunch. Saturday & Sunday off.

WORK LOCATION: Illinois Coastal Zone Management
160 N. LaSalle S. 700 Chicago, IL 60601

WHERE TO APPLY: Illinois Department of Natural Resources ATTN: Diane Tecic
160 N. LaSalle S. 700 Chicago, IL 60601 Phone: 312.814.0665

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 4 - Natural Heritage

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Building Maintenance Person

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Community Relations Representative

Location: Arlington Heights

Office: External Relations

Department: Government Affairs

Job Description:

Develops and maintains positive relationships within The City of Chicago and the Latino Community region wide. Acts as liaison for Pace with External stake holders including communities, businesses, local elected officials, staff and community organizations to market Pace services, foster good will and convey information on Pace initiatives.

Executes local outreach campaigns for promotion of Pace related programs and services. Works closely with Pace staff. Conducts or represents agency at formal or informal hearings.

Knowledge of complex activities and operations of local government. Assess and implement programs as it pertains to geographic territory. Negotiate very complex and sensitive issues. Effectively advocate the Pace agenda.

Manage and direct numerous and various complex issues simultaneously. Develop effective advocacy networks and build effective coalitions. Performs other duties of similar nature and level as assigned.

Qualifications:

Bachelor's degree in Business Administration, Political Science, Public Administration or related field. Minimum two years of experience in government affairs. Equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above.

Transit or government related experience is desirable. Excellent verbal and written communication skills. Experience in tracking and managing multiple projects, writing, research and community relations.

Intermediate to advanced MS Windows applications is required. Strong customer service skills are essential and frequent travel, early morning, evening and weekend hours may be required. Fluent in Spanish - both verbally and writing skills.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=523

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others