



**Job Title: Public Service Administrator - Opt 1**

Agency: Revenue

Closing Date/Time: Tue. 08/12/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 9705

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires three years of progressively responsible administrative experience in a public or business organization; requires extensive knowledge of agency programs, service objectives, principles and operational systems; requires extensive knowledge of labor and employment development; requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services; requires the ability to develop and maintain cooperative working relationships; requires ability to plan, assign, and supervise subordinate staff. Requires the ability to travel. Specialized Skills: Of the years of experience, requires two years of experience with state and federal minimum-age alcohol and/or tobacco laws and regulations; statistical sampling with ability to make adjustments to existing sampling plan to meet statistical parameters; experience in grant writing, contract writing and complex invoicing submissions; Food and Drug Administration required training and testing. Additional post graduate studies is preferred.

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.- 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

217-524-3954 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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**DEPARTMENT POSITION: Legal Intern**

SALARY: \$12.00 - \$14.00/Hour

This position is currently vacant within the Tollway.

*The Human Resources Section will accept applications, with resumes from:  
August 5, 2014 through August 18, 2014*

**JOB QUALIFICATIONS:**

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**EDUCATION:**

Currently a second or third year law student, Supreme Court rule 711 license preferred.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Must be available 15-20 hours per week during the school year or up to 40 hours per week during the summer, with reliable transportation.
- A strong knowledge of computer applications, i.e., Microsoft Word and Excel is required. Experience with online research tools, i.e., Westlaw; as well as print resources is preferred. Strong written and oral communication skills are required.

**Ways to apply**

- Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to: Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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**DEPARTMENT POSITION: Procurement Senior Buyer (G-9)**

**SALARY: \$17.74/Hour**

*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
August 5, 2015 through August 18, 2014*

**JOB QUALIFICATIONS:** To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**EDUCATION:**

A High School diploma or equivalent GED is required.

**EXPERIENCE:**

Five (5) years of progressive experience in procurement of goods, supplies, equipment, and services in a large organizational setting is required.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- The incumbent must possess excellent follow up skills with the ability to work on multiple projects while assuming a lead role in the area of contract administration inclusive of developing specifications.
- CPSM, CPP, CPPB, CPPM, CSCP and/or CPPO certifications are strongly desired.
- Excellent knowledge of Microsoft Excel, Word, Outlook and procurement information systems is required.
- Must possess excellent organizational skills with attention to detail.
- Must possess excellent oral and written skills.

**Ways to apply**

Online: Complete the Illinois Tollway application, save it to the computer and email it to [jobs@getipass.com](mailto:jobs@getipass.com)

In person: Submit the completed application or pick up and complete the application Illinois Tollway Headquarters at located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to: Illinois Tollway – Human Resources  
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**PHARMACY TECHNICIAN - CERMAK HEALTH SERVICES - SHIFT: 3PM-11PM**

Job Number: 00116129

Job Posting: Aug 6, 2014, 7:22:39 AM Closing Date: Aug 20, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: RWDSU Local 200 PTECHS

Posting Salary: 18.149HOURLY

Organization: Health and Hospital Systems

**MINIMUM QUALIFICATIONS** •High School diploma or G.E.D. Certificate is required. •Licensure as a Pharmacy Technician in the State of Illinois is required. •Must hold active certification from the Pharmacy Technician Certification Board (PTCB). Must provide proof at time of interview •Must demonstrate ability to type at a corrected rate of 15 words per minute.\*

**PREFERRED QUALIFICATIONS** •One(1) year experience as an inpatient pharmacy technician is preferred. **INTERVIEWEES, WITH THE EXCEPTION OF CURRENT COOK COUNTY EMPLOYEES HOLDING THE JOB TITLE OF PHARMACY TECHNICIAN, WILL BE REQUIRED TO TAKE A TYPING TEST.**

**KNOWLEDGE, SKILLS AND ABILITIES:** Fundamental knowledge of hospital and pharmacy policies, procedures and techniques including: Over The Counter (OTC) medications, preparing special prescriptions such as palliative care, C-II's, physical dexterity and mental alertness, next day pick up, same day surgery, priority Rx, N/F, and discharge Rx. Ability to accurately, enter OTC and supply orders into the computer, prepares stock requisitions, and attains and distributes stock from the stock room. Ability to work all different shifts as required or scheduled. Inspects for diminishing supplies and submits requisitions for stock replenishment. Demonstrates positive interpersonal skills, including the ability to interact with persons of different social and ethnic backgrounds. Possession of good communication skills; ability to convey information and explain client prescription usage and side effects to clients in person or over the telephone. Ability to read, write and prepare basic arithmetic calculations with accuracy. This position occasionally requires working under tension, crowded conditions, requires prolonged walking and standing and various types of physical exertion including, but not limited to lifting up to 60 pounds, pulling, pushing, and moving moderate to heavy weight in excess of 200 pounds.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service

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**MEDICAL TECHNICIAN I - CARDIOLOGY, STROGER HOSPITAL-SHIFT:  
DAYS/ROTATING HOLIDAYS & WEEKENDS**

Job Number: 00116274

Job Posting: Aug 4, 2014, 12:07:28 PM Closing Date: Aug 18, 2014, 11:59:00 PM  
Full-time

Collective Bargaining Unit: SEIU Local 73

Posting Salary: STARTING SALARY : \$19.49

Organization: Health and Hospital Systems

**JOB SUMMARY**

The Medical Technician I -performs Holter monitor and Stress testing. Performs routine and emergency electrocardiograms (ECG), Stress and Holter tests as requested by the physician and in accordance with standard practices. Prepares patient records for review and interpretation by the physician and maintains confidentiality. Responsible for maintaining equipment and all necessary supplies. Participates in quality improvement activities.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED is required.
- Completion of a Medical Assistant program, Cardiology Technician program or one (1) year supervised training in a Cardiology program.
- Certification in Cardio Pulmonary Resuscitation (CPR).
- At least one (1) year of experience in Holter/Stress tests in the Cardiovascular field.

**KNOWLEDGE, SKILLS AND ABILITIES and other characteristics**

- Ability to perform electrocardiogram (EKG) tests, Stress/Holter Monitor scanning, and Treadmill preparation.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.  
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Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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**HOSPITAL SECURITY OFFICER I - JOHN H. STROGER HOSPITAL - (F.O.P.)**

Job Number: 00116248

Job Posting: Aug 4, 2014, 11:13:33 AM Closing Date: Aug 18, 2014, 11:59:00 PM

Full-time

A.M. P.M.

Collective Bargaining Unit: FOP 238 Police Stroger Hospital

FOP 238 Police Stroger Hospital

Posting Salary: \$17.97

Organization: Health and Hospital Systems

**MINIMUM QUALIFICATIONS**

- A high school diploma or G.E.D. Certificate is required. (Must provide proof at time of interview).
- Must possess a valid Illinois Driver's License. (Must provide license at time of interview)
- Must possess a valid a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois. (Must provide original card at time of interview).
- Must be 21 years of age or older at the time of application. (Must provide original birth certificate at time of interview).
- Must not have been convicted of a felony or misdemeanor offense.
- This position will require candidates to successfully complete the screening or examination processes including a drug screening, physical, psychological exam, and power test as well as successfully completing a police training academy. Candidates must pass the State of Illinois Local Government Law Enforcement Officer's Certification Exam, in accordance with the standards established by the Illinois Law Enforcement Training and Standards Board.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to learn and understand applicable local, state, and federal statutes and ordinances.
- Ability to understand and obey orders and function within the guidelines, rules and regulations governing Cook County employees and the Stroger Hospital Police Department.
- Must possess the ability to make sound judgments relating to any and all law enforcement situations.
- Ability to chronicle events and record information accurately.
- Ability to read and write English and to communicate effectively.
- Ability to follow and execute procedures as they relate to emergency and natural disaster situations.
- Ability to work on a rotating schedule consisting of days, evenings, and night shifts, as well as Saturdays, Sundays, and holidays.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

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**WARD CLERK - SHORT STAY - STROGER HOSPITAL-SHIFT: 11:00 PM - 7:15 AM**

Job Number: 00116273

Job Posting: Aug 4, 2014, 10:25:02 AM Closing Date: Aug 18, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: STARTING SALARY \$15.66

Organization: Health and Hospital Systems

**JOB SUMMARY:**

A Ward Clerk is an assistant who provides clerical support to the health care team, patient, family and visitors of John H. Stroger Jr. Hospital. He/She contributes to the operation which enhances the efficiency and communications of the unit. Also, he/she promotes a positive customer – focused environment.

**MINIMUM QUALIFICATIONS:**

- Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview).
- Must possess a least one (1) year of clerical experience
- Must be able to type 25 wpm. (Typing test will be given at time of interview).
- Must be proficient with Microsoft products.

**PREFERRED QUALIFICATIONS:**

- Bilingual in English/Spanish.
- Knowledge of medical terminology.
- Previous experience working in a hospital or a medical clinic.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter.

**COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

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**WARD CLERK - SHORT STAY - STROGER HOSPITAL-SHIFT: 3:00 PM - 11:15 PM**

Job Number: 00116259

Job Posting: Aug 1, 2014, 12:27:52 PM Closing Date: Aug 15, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: STARTING SALARY \$15.66

Organization: Health and Hospital Systems

**JOB SUMMARY:**

A Ward Clerk is an assistant who provides clerical support to the health care team, patient, family and visitors of John H. Stroger Jr. Hospital. He/She contributes to the operation which enhances the efficiency and communications of the unit. Also, he/she promotes a positive customer – focused environment.

**MINIMUM QUALIFICATIONS:**

- Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview).
- Must possess a least one (1) year of clerical experience
- Must be able to type 25 wpm. (Typing test will be given at time of interview).
- Must be proficient with Microsoft products.

**PREFERRED QUALIFICATIONS:**

- Bilingual in English/Spanish.
- Knowledge of medical terminology.
- Previous experience working in a hospital or a medical clinic.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter.

**COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

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**STERILE PROCESSING TECHNICIAN--STROGER HOSPITAL- SHIFT: 3:00pm – 11:00pm**

Job Number: 00116254

Job Posting: Aug 1, 2014, 10:51:10 AM Closing Date: Aug 15, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: SEIU Local 73

Posting Salary: \$24.17

Organization: Health and Hospital Systems

**JOB SUMMARY**

Under the supervision and direction of the Sterile Processing Coordinator; the Sterile Processing Technician receives and processes incoming instruments, performs cleaning and sterilizing duties, restocks packs of supplies, linens and instruments in the MOR sterile processing area of John Stroger Hospital of Cook County. Prepares operating room surgical procedures carts as necessary to meet surgical procedure needs in a timely manner. Applies age specific standards when preparing setups and surgical trays. Provide and maintain a safe environment and report hazards or potential hazards promptly. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Must have a Sterile Processing and Distribution Certification. (Must provide proof at time of interview).
- Graduate of a Sterile Processing Program. (Must provide proof at time of interview).

**PREFERRED QUALIFICATIONS**

- One (1) year previous sterile processing experience.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

**COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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## **Paralegal I**

Requisition ID: 00116267

Organization: Forest Preserve District

Work Locations: Cook County Administration 69 W. Washington

Job Posting: Aug 4, 2014, 12:01:00 AM Closing Date: Aug 17, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$54,043.00 Yearly

Forest Preserve District of Cook County

### Typical Duties

Assists attorneys in trial preparation, legal research, client interview sessions, discovery conferences, investigation, witness preparation, drafting pre-trial and post-trial motions and motion hearings. Assist attorneys in drafting of intergovernmental agreements and contracts. May act as witness/prover in court for attorney to validate statements given during investigations. May take written statements from clients and/or witnesses. Researches and prepares legal memoranda in preparation for legal briefs.

Minimum Qualifications: Must possess a bachelor's degree or higher; OR a certificate of completion in paralegal studies from an accredited college or university. Must possess two (2) or more years of full-time legal work experience.

Preferred Qualifications: Possession of five (5) or more years of full-time work experience as a paralegal.

Knowledge, Skills, Abilities And Other Characteristics

Excellent oral communication and writing skills.

Ability to clearly articulate through written documents concise analysis of assigned case material. Ability to research and gather information from various sources.

Ability to maintain confidentiality of District information.

Ability to support multiple attorneys. Ability to work independently.

### General District Employment Requirements

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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## **ELECTRICIAN - LOCAL 134**

Requisition ID: 00116238

Job Posting: Jul 30, 2014, 3:18:04 PM Closing Date: Aug 13, 2014, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:30 P.M.

Collective Bargaining Unit : Local 134 Intl. Brotherhood of Electrical Workers Local 134

Intl. Brotherhood of Electrical Workers

Posting Salary: \$42.00 / Hourly

Organization: Offices Under the President

Minimum Qualifications •Successful completion of an approved and recognized apprenticeship program or five years full-time paid work experience as an Electrician.(If applicable, must provide proof of apprenticeship time of interview) •Possession of a valid driver's license.

**VETERAN'S PREFERENCE:** When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time.

To take advantage of this preference a Veteran must:

- MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.
- IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?"
- ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

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**Job Title: Administrative Assistant I**

Agency: Human Services

Closing Date/Time: Mon. 08/18/14 4:30 PM Central Time

Salary: \$4,338.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Randolph County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10-15

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as a confidential assistant for the Assistant Facility Director at Chester Mental Health Center. Prepares a wide variety of confidential, complex and sensitive documents and reports which impact hospital policies, procedures, programs and service delivery at an all-male maximum security mental health facility.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years college preferably with courses in public or business administration. Requires 1 year professional experience in a public or private organization or completion of an agency approved professional management training program. Requires working knowledge of producing spreadsheets and database reports using current software. Requires extensive knowledge of the functions, procedures, organization and governing laws and regulations of the agency concerned; requires working knowledge of the programs and functions of various state agencies. Requires ability to communicate with a wide variety of people; requires ability to work independently efficiently. Requires ability to compose a wide range of correspondence without instructions and review. Requires ability to conduct research, develop reports, charts and graphs using current software.

Work Hours & Location/Agency Contact: 8:30 am - 4:30 pm

HUMAN RESOURCES / CHESTER MENTAL HEALTH CENTER

P.O. BOX 31 CHESTER, IL 62233

618-826-4571 ext. 331 618-826-3229 (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 A1 - Dept Agriculture

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**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](mailto: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](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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**Position: Full-time Road Driver**

Job Group: Manual Operations

Location: SOUTH HOLLAND, IL 60473 - SOUTH HOLLAND

Sunrise (6:00 AM - 12:00 PM)

**JOB DESCRIPTION:**

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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**Position: Package Handler - Part-Time**

Job Group: Manual Operations

Location: BEDFORD PARK, IL 60638 - BEDFORD PARK

Night (12:00 AM - 5:00 AM)

**JOB DESCRIPTION:** UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

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**Dietary Attendant I**

West Suburban Medical Center, Oak Park, IL

Department: Dietary Services

Schedule: Registry

Shift: Day/PM rotation

**Job Details:** Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

**JOB SPECIFICATIONS:** Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

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**Position: Package Handler - Part-Time**

Job Group: Manual Operations

Location: CHICAGO, IL 60666 - O'HARE

Sunrise (4:00 AM - 8:00 AM)

Night (8:00 PM - 12:00 AM)

**JOB DESCRIPTION:**

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

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**Position: Full-time Road Driver**

Job Group: Manual Operations

Location: CHICAGO, IL 60638 - CHICAGO

Sunrise (6:00 AM - 12:00 PM)

**JOB DESCRIPTION:**

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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**Position: Full-time City Driver**

Job Group: Manual Operations

Location: CHICAGO, IL 60638 - CHICAGO

Sunrise (6:00 AM - 12:00 PM)

**JOB DESCRIPTION:**

UPS Freight is hiring individuals to work as Full-Time City Drivers. This position involves the driving of a tractor-trailer and the daily pickup and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language. Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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**Position: Package Delivery Driver**

Job Group: Driver

Location: CHICAGO, IL 60607 - Chicago (Downtown)

Day (8:00 AM - 8:00 PM)

**JOB DESCRIPTION:**

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required.

Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license. Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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### **Part Time Day Plant Engineering Supervisor**

Requisition #: 101763535

Job Category: Engineering Operation: Plant Engineering

Job Group: PT Management

Job Grade: 099 Job Code: M132

Relocation Assist Available: No

Location: HODGKINS, IL 60525 - Chicago (Hodgkins I-294 & I-55)

The Part-time Supervisor shall be responsible for the following:

Attending operations area safety meetings and addressing any concerns

Coordination light maintenance repairs that are generated on daily equipment condition reports; Aid Full-time Supervisors on day to day maintenance coordination; Aid Full-time Supervisors on equipment breakdown investigations; Generate and update conveyor reliability reports; Training operations personal on proper use of conveyor equipment; Perform weekly plant housekeeping audits; Perform weekly plant energy audits; Perform bi-weekly building safety audits

Maintenance Repairs: Assist Full-time Maintenance Supervisor in the coordination of day to day repairs of package conveying equipment. Performing audits that will ensure the facility is meeting standards for cleanliness, energy efficiency and safety standards. Interact with equipment operators and address their concerns on building or equipment safety and conveyor equipment performance

Software: Use Maintenance management software (Maximo)

Microsoft Office (Excel, Word, PowerPoint). Microsoft Access

Install, apply and update application patches

Reporting: Generate reports detailing conveyor system reliability and reliability trend reports. Analyze Technical Data

Training: Assist Full-time Supervisor during training of Full-time Maintenance Mechanics on regulatory compliance. Train operation personal on proper use of conveyor equipment on a quarterly basis

**PREFERRED COMPETENCIES:** Strong oral and written communications skills, along with excellent interpersonal and organizational skills. Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint). Background in Engineering or a Technical related field. **OTHER CRITERIA:** Employer will not sponsor visas for position.

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