



Job Title: Human Resources Associate - Opt 2

Agency: Healthcare & Family Services
Closing Date/Time: Tue. 10/01/13 5:00 PM Central Time
Salary: \$3,176.00 - \$4,502.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS2818

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs a variety of para-professional duties, initiates the preparation and submittal of personnel transactions; vacancy posting requests, requisitions, insurance forms, etc.; gathers information and types letters, forms, records and employee bid lists and submits Division timekeeping records; reviews CMS 104s (Position Descriptions) within the Division for accuracy and updates organizational charts; processes Merit Compensation increases and Superior Performance Increases (SPI's) for Division staff; monitors employee performance evaluation files; monitors contractual employee contracts.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program; requires the ability to type accurately at 30 words per minute.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services
Human Resources (50) Cook County Personnel Services
36 South Wabash Avenue Chicago, IL 60603 (Cook County)
Agency Contact: Brenda Young 36 South Wabash Avenue Chicago, IL 60603
Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

How to Apply:

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

Option 2 – Typing

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Part-time Bus Operators

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77

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Kitchen Manager

Location: Chicago, IL

Job Type: Direct Hire

Salary: \$40,000.00 - \$60,000.00 Date: 9/12/2013

Job ID: 01970275

Kitchen management (all levels) needed for high energy, high volume, quick service restaurants. Excellent benefits, growth potential and quality of life.

Experienced restaurant managers with strong service skills, attention to details and leadership skills needed for this fast growing concept.

Open to Fast Casual, Quick Serve, Casual Dining and Fine Dining experience, corporate concepts a plus. Restaurant managers receive extensive training and benefits package plus performance based bonuses.

Benefits include:

*Medical and Dental after 30 days - company pays 80%

*401K

*7 Holidays per calendar year

*3 Weeks vacation per calendar year

*No late nights

*Much more

Ideal restaurant management candidate will possess-

*Previous experience as a restaurant manager in high volume store

*Minimum of three years restaurant management experience

*No more than 3 restaurant jobs in the last 5 years

*Restaurant experience shows advancement over the last three years

*Restaurant manager candidate must be passionate about hospitality and customer service

*High energy, positive attitude a must in all management candidates

Apply online at http://goodwin-associatesjobs.hiringhook.com/JobSeeker/Kitchen_Manager_J01970275.aspx

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Lead Security Officer-Part-Time - DIS0000149

Duties and Responsibilities

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

PRIMARY OBJECTIVES: This is a position that supports the activities in a security department by directing the activities of part time security officers and assistants. This position reports to the Director of Security or the Assistant Director. Applicants will promote an atmosphere conducive to learning by enforcing all District policies, State and Municipal criminal statutes as well as safety and security measures to protect campus property and reduce the risk of liability to the college.

- Reviews daily time and attendance cards to ensure they accurately reflect the hours worked by the employees.
- Ensure employees are adhering to the policies of the District and department.
- Ensure employees are trained and are capable of performing their duties.
- Ensure that employees are stationed at all posts and present a proper appearance.
- Ensure that all policies and procedures of the District are followed by students, faculty, staff and visitors.
- Patrol building and grounds to ensure a safe and secure environment for students, faculty, staff and visitors.
- Respond to alarms and/or service calls to ensure appropriate actions are taken by security personnel to mitigate the situation in a positive, safe, professional and correct manner.
- Inspect and take inventory of department equipment and report any discrepancies to the Director of Security or Assistant Director.
- May write reports.
- May affect an arrest.
- Appear in court as necessary.
- Perform clerical functions within the security office.
- Perform other duties as assigned.

Qualifications

- Must be a full time police officer or have previous police experience with a State or Municipal law enforcement agency.
- One year supervisory experience with a State or Municipal law enforcement agency preferred.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred.
- Must be knowledgeable of State and Municipal criminal statutes and arrest procedures.
- No criminal convictions.
- Excellent communications skills (verbal and written).
- Must be able to handle stressful situation in a tactful, diplomatic and profession manner when dealing with employees, students, faculty, staff or visitors.
- Some working knowledge of computer and the basic application software.
- Must be self-motivated, prompt and punctual.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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CHICAGO CAREER FAIR

Thursday, October 17, 2013

11:00 AM to 2:00 PM

This event will be held at:

The Congress Plaza Hotel

520 South Michigan Ave

Chicago, Illinois 60605

This event may showcase companies hiring in the following industries.

Accounting/Auditing
Administrative and Support Services
Advertising/Marketing/Public Relations
Banking
Consumer Products
Customer Service and Call Center
Finance/Economics
Financial Services
Hospitality/Tourism
Insurance
Real Estate/Mortgage
Restaurant and Food Service
Retail/Wholesale
Sales
And Many More...

For more information about this career fair,
visit www.ncfairs.com/Chicago or call (702) 614-9537

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Servicer

Location: Des Plaines
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for daily fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service wash rack, cleaner, sweeper, empty fare box vaults, take fare box readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

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

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License, and have the ability to operate all Pace equipment.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night of the week.

This position is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=412

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Part-Time Security Officer - DIS0000201

PRIMARY OBJECTIVE: Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

- Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times.
- Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices.
- Adheres to and enforces state and municipal laws and the rules of the Board of Trustees. • Ensures that all policies and procedures of the District are followed by students, faculty, staff and authorized individuals.
- Applies force which is reasonable and necessary under the circumstances to protect life and property in compliance with federal and state statutes.
- Appears in court hearing related to campus incidents when he/she has signed a complaint, is required as a witness, or is served with a subpoena.
- Reports all incidents on incident report forms prior to completion of shift and notifies supervisor of disturbances and/or irregularities .
- Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor. • Enforces parking regulations.
- Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury.
- Secures access to building and offices. 12. Maintains proper maintenance and handling of security radios and equipment.
- Performs other duties as assigned.

Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training. • Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances. • Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. • Have a valid driver's license
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. • Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes. • Must be self-directed and able to prioritize assignments.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor

Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

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Supervisor /Dispatcher

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including but not limited to: Investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork.

Answers phones and field calls. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=89

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Supervisor, Technical Support

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department.

This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication.

Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=651

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Family Intervention Specialist

- Catholic Charities
- Chicago, IL
- 9/16/2013

Job Description

Basic Functions: Manages a caseload that may consist of only Intact Family Cases or may be blended with Extended Family Support Cases, depending upon programmatic need.

Intact Family Program: Provides task-centered casework to families referred by the Department of Children and Family Services due to allegations of child abuse and/or neglect. Provides services to reduce risk and ensure the safety of the child(ren) while remaining in the home of the parent(s). complies with policy and procedure related to providing services to the family that include assessment, service planning with the family and in-home supportive counseling to improve the parent(s) behavior and environment that brought the family to the attention of the Department of Children and Family Services. Provides referrals to the community for various treatments including, but not limited to domestic violence, substance abuse and counseling. Assists families to provide alternative plans through Probate Court and/or Juvenile Court when the safety of the children remain a concern. Services are home-based.

Extended Family Service Program (EFSP): This program and interventions are designed to assist families to maintain children's living arrangements with family members to prevent children having to go into substitute care, namely foster care. The main focus is to assist families to obtain legal guardianship through Probate Court. Other interventions include assessing the family's needs in order for the child(ren) to be maintained in a safe, stable environment and assisting with those services. Services are home based.

Preferred Requirements: BSW. 1 year child welfare; bilingual Spanish proficiency.

Minimum Requirements: BA/BS. 1 year relevant experience.

Other Requirements: Child Welfare Employee License. Must have valid driver's license, proof of auto insurance per agency specification. Access to personal transportation. Must be physically able to visit families, climb stairs located on 3rd and 4th floor of public housing, and must be able to physically lift a 30 lb. child.

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=JHR0HV697PVB4CQ7GCM&siteid=cbindeed&showNewJDP=yes&ipath=EXIND

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

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

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Contract Buyer I

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies.

Performs price/cost analyses. Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/Other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required.

Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=306

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Job Title: Educator Aide - Opt B

Agency: Human Services

Closing Date/Time: Fri. 09/27/13 5:00 PM Central Time

Salary: \$3,273.00 - \$4,221.00 monthly

\$39,276.00 - \$50,652.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-44-74258

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, assists in the implementation of the individualized educational programs for students with disabilities at the Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R). Assists principal or lead teacher with lesson planning, classroom set-up, class projects and community outings or field trips.

Minimum Requirements:

Requires a valid Illinois State Board of Education certificate of approval as a teacher's aide. Prefers completion of at least two (2) years of higher education or an Associate's degree or higher. Requires elementary knowledge of problems and behavior of students who have physical disabilities or impairments.

Work Hours & Location/Agency Contact: Monday - Friday (8:30 a.m. - 4:30 p.m.)

DHS/Illinois Center for Rehabilitation & Education-R

1950 West Roosevelt Road Chicago, IL 60608

Ms. Brenda Petty (312) 433-3147 - Phone (312) 433-3101 - 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 B - Title I

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Job Title: Labor Conciliator

Agency: Department of Labor

Closing Date/Time: Fri. 09/27/13 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-IDOL-001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Assistant Manager of the Conciliation and Mediation Division, investigates and reviews payroll and a variety of other employer and employee records for compliance with the Illinois Prevailing Wage Act and the Employee Classification Act. Investigates/Settles alleged violations of the Worker Adjustment and Retraining Notification Act (WARN), whistle blower protections under the Environmental Protection Act and the Child Care Act, Equal Pay Act, VESSA and other IDOL Labor Laws and related statutes. Represents the agency at various governmental, educational, business and workforce related meetings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law. Requires three years of professional experience in industrial relations, business management or the negotiation of labor disputes. Requires extensive knowledge of labor organizations, labor laws and the procedures involved in negotiations for the settlement of labor disputes.

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

Illinois Department of Labor 160 North LaSalle Street Chicago, IL 60601

Send CMS-100 Employment Applications to:

Illinois Department of Labor Attention: Deborah Morris

900 South Spring Street Springfield, IL 62704

217-782-0596 Fax or email deborah.morris@illinois.gov

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

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Administrative Assistant - TRU0000124

Under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

- Types memos, letters, and reports of moderate difficulty. May incorporate charts, tables, or other illustrations in correspondences as necessary.
- Ensures all outgoing documents are grammatically correct and error-free; may initiate original correspondence of low to moderate difficulty; maintains efficient filing system.
- Provides other duties and responsibilities which can relieve the Administrator of clerical work, and minor to moderate administrative and business detail.
- Schedules appointments and maintains calendars using automated and/or manual systems for the President; gathers information to prepare the Administrator for meetings and other purposes.
- Arranges meetings and other gatherings at the request of the Administrator; orders necessary food and/or beverages for attendees; maintains expense histories for these events.
- Opens and screens all incoming mail for the Administrator. Disseminates mail to appropriate administrators if possible; locates and attaches appropriate files(s) to correspondence to be answered by President and/or other administrative staff.
- Greets and screens all incoming calls and visitors; provides necessary information to individuals as appropriate and necessary; directs others to proper department and/or employee at the colleges; announces visitors to the Administrator.
- Provides necessary guidance to part-time employees working in the department including assigning work, monitoring progress and ensuring completeness; maintains attendance records; informs the Administrator of any significant work problems with staff; follows-up with administrators and other college personnel on assigned projects.
- Adheres to CCC Customer Service Excellence standards.
- Performs other duties are assigned.

Qualifications

- High school diploma with significant exposure in secretarial field. Associate's degree in secretarial or business science preferred.
- Three years of progressive secretarial experience to higher level managers or executives required.
- Proficiency using personal computers and applicable software which may include WordPerfect, Lotus, Excel, dBase, and others necessary; must be willing to adapt to changes in computers as college continues to automate its processes.
- Must be able to work well with employees at all levels of the organization, in addition to students and other customers; must be able to handle all situation with tact, persuasiveness, and diplomacy; must be willing to seek new ideas to improve effectiveness of the District. Excellent writing and verbal communication necessary; must be able to compose memos and letters of low to moderate difficulty.
- Must be self-directed innovative, able to prioritize and meet deadlines in a timely manner.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Liquor Control Special Agent I - Opt SS

Agency: Revenue

Closing Date/Time: Tue. 10/01/13 5:00 PM Central Time

Salary: \$4,180.00 - \$5,486.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DOR 8056

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

Bureau of Criminal Investigations/Liquor Control Commission

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

217-558-0987 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 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

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College Clerical Assistant II - HAR0000128

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

1. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
2. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
3. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
4. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
5. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
6. Adheres to CCC Customer Service Excellence standards.
7. Performs related duties as required.

QUALIFICATIONS:

1. Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
2. Proficient in PC desktop and related software programs. Ability to operate a personal computer.
3. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
4. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Student Services

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Sep 17, 2013, 10:14:00 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=20620>

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Mon. 09/23/13 4:00 PM Central Time

Salary: \$28.28 - \$37.08 hourly

\$4,921.00 - \$6,452.00 monthly

\$59,052.00 - \$77,424.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-67-1403

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a master's degree in administration, education of the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level; or three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for people with developmental disabilities and successful completion of an approved training program; or three years progressively responsible supervisory experience in or applicable to the care, treatment and development of people with developmental disabilities and successful completion of an approved training program. Requires working knowledge of administrative and supervisory principles and practices. Requires ability to supervise and instruct a large staff involved in the treatment and care of developmentally disabled individuals; requires ability to follow rules, regulation and policies ensuring a safe environment for individuals being served.

Work Hours & Location/Agency Contact:

HOURS OF WORK: 8:00A.M. - 4:30 P.M. Monday-Friday Other Days/Shifts as Required

LOCATION; Wm. W. Fox Center 134 W. Main Street Dwight, IL 60420 815-584-334

For questions, contact Personnel

How to Apply:

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

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