



Job Title: Accountant Supervisor

Agency: Juvenile Justice
Closing Date/Time: Fri. 10/09/15 3:30 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDJJ-27-15-15-0237

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, with courses in business administration and accounting; Requires two years of professional experience in accounting, external auditing, budgetary planning, and control or public accounting; Requires extensive knowledge of accounting and auditing theory, principles, methods, and procedures.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)
Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact:

Susan A. Swegle, SPHR, M.S.
Human Resources Representative
Illinois Youth Center - St. Charles
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506
630-584-1014 (fax)
susan.swegle@doc.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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Job Title: Administrative Assistant II - Opt J2

Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 10/09/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: DFPR 11254

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as a staff assistant to the Chief of Investigations in the Statewide Enforcement Section. Assists in the planning, development and establishment of statewide policies and procedures. Conducts research on special projects and established policies and procedures; makes recommendations. Serves as spokesperson in confidential and controversial situations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration Requires two years of professional experience in a public or private organization Requires travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial and Professional Regulation
Professional Regulation/Sate-wide Enforcement/Investigations
9511 W. Harrison Street, Des Plaines, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 J2 - Financial/Profess Reg

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Job Title: Child Welfare Advanced Specialist

Agency: Children & Family Services
Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1524007-240377

Minimum Requirements:

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education

Work Hours & Location/Agency Contact:

WORK LOCATION: Monday-Friday, 8:30a.m.-5:00p.m.
DCFS/Office of Guardian & Advocacy 17 N. State, 7th Floor, Chicago, Illinois 60601
Supervisor: Ronald Krueger

CONTACT PERSON: James Sneed
IDCFS/Office of Employee Services
100 W. Randolph, Ste. 6-100, Chicago, IL 60601
Phone: 312-814-1222 Fax: 312-814-1224
Email: James.Sneed@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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Job Title: Clinical Laboratory Technician I

Agency: Human Services
Closing Date/Time: Fri. 10/09/15 4:59 PM Central Time
Salary: \$3,195.00 - \$4,097.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10/79-93321

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Medical Director, performs technical laboratory analysis involving independent selection and utilization of procedures and techniques and interpretation of test results which are obvious.

Minimum Requirements:

Requires education and experience equivalent to an Associates degree with courses in life science, supplemented by two years medical laboratory experience.

Work Hours & Location/Agency Contact:
Days Monday-Friday

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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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Job Title: Electrician

Agency: Juvenile Justice
Closing Date/Time: Fri. 10/09/15 11:59 PM Central Time
Salary: \$7,894.38 - \$8,329.38 monthly
\$94,732.56 - \$99,952.56 annually
Job Type: Exempt
Location: Kane County, Illinois
Number of Vacancies: 1
Bid ID#: IDJJ-27-15-15-059

Minimum Requirements:

Requires no formal education. Requires experience necessary to qualify as a journeyman electrician; requires working knowledge of the tools, methods and standard practices of the trade; requires working knowledge of the established state and national electrical codes; requires ability to read, interpret, and work from drawings or sketches; requires ability to perform all tasks usually associated with journeyman electricians; requires ability to instruct and direct unskilled workers; requires ability to inspect and perceive unsafe or faulty conditions in production, transmission and utilization electricity; requires skill in the use of tools of the trade.

Work Hours & Location/Agency Contact:

Work Hours: 7:00am - 3:30pm, variable days off
Work Location:
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 ext. #519 630-584-1014 (fax)
susan.swegle@doc.illinois.gov

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Job Title: Internal Security Investigator II

Agency: Healthcare & Family Services
Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IG0620

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to: completion of two years of college with course work in law, government, liberal arts, history or business or public administration plus four years professional experience in law enforcement investigatory work or a related field; OR four years of college with major course work in law, government, liberal arts, history or business or public administration plus two years of professional experience in law enforcement investigatory work or a related field; OR completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR completion of the F.B.I. National Academy or comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work or a related field. Requires ability to travel to conduct investigations. Requires possession of a valid Illinois driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Office of Inspector General / Bureau of Internal Affairs
401 South Clinton, 5th Floor, Chicago, IL 60707 (Cook County)

Agency Contact: Lori Hudgins
Office of Inspector General, 404 North Fifth Street, Springfield, IL 62702
Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

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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Job Title: Highway Maintainer - HOURLY EMERGENCY

Agency: Transportation
Closing Date/Time: Thu. 10/08/15 4:30 PM Central Time
Salary: \$20.55 - \$20.55 hourly
Job Type: Emergency
Location: Jackson County, Illinois
Number of Vacancies: 120
Bid ID#: IPR#40451

Description of Duties/Essential Functions Benefits Supplemental Questions
The Illinois Department of Transportation will accept applications for seasonal temporary employment for snow-removal operations. Completed applications and interviews will be graded on job-related experience and qualifications.

Applications must specify preferred work location by county to assure availability and response time during weather emergencies.

Successful applicants will be notified by district offices and scheduled for required physical examination and drug/alcohol tests.

ALL APPLICANTS MUST PASS BACKGROUND CHECK AND ARE SUBJECT TO RANDOM DRUG/ALCOHOL TESTING

Minimum Requirements: Must possess valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact: Work hours on are an on-call basis only.

Available positions are located at IDOT Operation Facilities in:

All IDOT Operation's facilities in District 9

How to Apply:

2015/2016 Application for Hourly Snowbirds (PM2414)

All applicants must submit application, Authorization for Release of Criminal History Information (CMS284A) and Self-Disclosure of Criminal History (CMS284B) in order to be eligible. All forms available at IDOT District offices and at the Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield or online at www.dot.il.gov.

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Job Title: Office Coordinator - Opt 2

Agency: State Retirement Systems
Closing Date/Time: Tue. 10/06/15 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014 Bid ID#: 50-74 5-0026

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Chicago Office Manager, performs paraprofessional support functions in the operations of the Chicago Office; establishes operational methods and procedures; explains and interprets SERS laws, rules and procedures to members, annuitants and state agency liaisons.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of Microsoft Word, Excel and Outlook. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at the rate of 30 wpm.

Location: State Retirement Systems
Michael A. Bilandic Building, 160 N. LaSalle Street, Suite S200, Chicago, IL 60601
Work Hours: Monday – Friday 8:00 A.M. – 4:30 P.M.
Agency Contact: Kelley Gray
State Retirement Systems, 2101 S. Veterans Parkway, Springfield, IL 62704
Phone: 217-785-7017 Fax: 217-557-3943 Email: Kelley.Gray@SRS.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).

Option 2 – Typing

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Job Title: Paralegal Assistant

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1524006-244041

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Office of the Guardian Legal Counsel, screens cases for adult guardianship; prescreens for opening estates; screens cases for research study participation; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorney and law clerk; files court documents; travels in the performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday, 8:30am to 5:00pm
Office of the Guardian, 17 N. State, 7th Floor, Chicago, Illinois 60602
Supervisor: M. Long

CONTACT PERSON: James Sneed
IDCFS / Office of Employee Services, 100 W. Randolph, Ste. 6-100, Chicago, IL 60601
Phone: 312-814-1222
Fax: 312-814-1224
Email: James.Sneed@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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Job Title: Public Aid Eligibility Assistant - Opt SS

Agency: Human Services
Closing Date/Time: Fri. 10/09/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-91-92622

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at the colloquial skill level.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Northwest FCRC, 4105 W. Chicago Ave., Chicago, IL 60606

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762
217-524-0347 FAX: 217-524-2116

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Job Title: Revenue Special Agent Trainee

Agency: Revenue
Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time
Salary: \$3,803.00 - \$5,580.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11207

Minimum Requirements:

Requires completion of four years of college with major coursework in accounting, law enforcement, business administration, pre-law or related areas; up to two years of police investigative or law enforcement experience may be substituted on a year for year basis for the college training. Requires elementary knowledge of the criminal justice system as it relates to investigation; requires ability to prepare written investigative reports and requires the ability to understand and follow oral and written instructions. Employees in this position must be able to actively participate and graduate from an accredited police academy during the training period. Requires a successful completion of the firearms qualification course during the first twelve months of employment. Employees in this position will be required to travel frequently. Requires a valid, appropriate driver's license. Requires physical ability to perform duties enumerated above.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: Illinois Department of Revenue
Tax Enforcement/Bureau of Criminal Investigations/Northern Cook Office
Maine North Regional Building, 9511 Harrison St., Des Plaines, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Job Title: Support Service Worker

Agency: Human Services
Closing Date/Time: Fri. 10/09/15 4:59 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC009
Bid ID#: 10/79-90425.90569

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Dietary Manager, performs tasks in one or several areas of the Dietary Department; assists in the preparation and serving of food; distributes food to patient areas; cleans and maintains sanitation of the kitchen and related areas. Sweeps and mops; assists in cleaning dish-washing area and cleans equipment after each use.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school and six months experience working in a professional/hospital dietary kitchen. Requires knowledge of portion control and application to serving portions of food.

Work Hours & Location/Agency Contact:
Dietary Department
1 position for Days 6am-2pm Rotating days off
1 position for Eve 11:30am-7:30pm Rotating days off

CONTACT INFORMATION:
Summer Doxie / Human Resource Office
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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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Job Title: Technical Advisor II

Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 10/09/15 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC010 Bid ID#: DFPR 11252

Minimum Requirements:

Requires graduation from a recognized law school. Requires the possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; common law and the provisions of state and federal laws relating to administrative and regulatory functions; principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires litigation skills. Requires ability to maintain satisfactory public contacts and working relationships with others; exercise sound judgment in appraising and evaluating problems of a procedural nature; use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs; memoranda, summarizations, research reports or regulations: Prefers ability to maintain and manage individual caseload. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Professional Regulation/State-wide Enforcement/Business & Therapy Prosecutions
100 W. Randolph St., Chicago, IL – Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Job Title: Workers Compensation Insurance Compliance Investigator

Agency: Insurance
Closing Date/Time: Fri. 10/09/15 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: DOI 10745

Minimum Requirements:

Requires a bachelor's degree or the knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with coursework in political science, criminal justice, public or business administration, accounting or a related field. Requires five years experience in insurance or utility complaint investigations, civil or criminal investigations, or comparable investigatory experience. Prefers ten years of law enforcement experience with at least five years experience conducting investigations, including investigations of financial crimes. Requires thorough knowledge of effective investigative methods, techniques and procedures. Prefers experience and training regarding interviews and interrogation. Requires thorough knowledge of court procedures, practices and rules of evidence. Requires working knowledge of legal and medical terminology. Requires ability to compile and summarize data and prepare records and reports in a clear and concise format. Prefers experience preparing reports for use in criminal prosecutions. Requires ability to observe and record facts accurately about persons, objects, and events. Requires ability to establish and maintain effective working relationships with professional and lay groups, state and local government officials, employers and the general public. Requires possession of an appropriate valid driver's license or the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Insurance
Workers Compensation Fraud/Enforcement
122 S. Michigan Ave., Chicago, IL – Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 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).

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Job Title: Storage Tank Safety Specialist

Agency: State Fire Marshal

Closing Date/Time: Tue. 10/06/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-50-SFM15-009

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of a stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN COOK COUNTY WITHIN 90 DAYS OF HIRE.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal, Cook County Field Office

AGENCY CONTACT: Lloyd Peterson
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).

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 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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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services
Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1508006-088616

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as Quality Assurance/Child Death Review Manager; manages the Northern Region Quality Assurance Program and the statewide Child Death Review Program; serves as full line supervisor, managing, controlling, and evaluating the activities of professional staff engaged in quality assurance activities; designs, develops, and implements quality assurance and improvement programs for the Department; manages the implementation of the statewide Child Death Review Team Act; provides oversight of the Department's recommendation response process; serve as liaison to the Governor's Office and Director's office regarding highly sensitive, confidential Departmental quality assurance issues.

Minimum Requirements:

Requires an MSW and three years administrative child welfare experience or an MA in an acceptable human services field and four years of administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

Monday-Friday, 8:30a.m.-5:00p.m.
DCFS/Office of Quality Assurance & Research
800 Roosevelt Rd, Bldg D-10, Glen Ellyn, IL. 60137
Supervisor: Cynthia Jackson

CONTACT PERSON: James Sneed

IDCFS / Office of Employee Services
100 W. Randolph, Ste. 6-100, Chicago, IL 60601
Phone: 312-814-1222 Fax: 312-814-1224
Email: James.Sneed@illinois.gov

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1548015-481942

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM -5:00PM
Location: 1026 S Damen, Chicago IL 60612

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations, Cook
1911 S Indiana, 10th Fl
Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510

Tracey.Hardrick@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).

Option 2 – Typing

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Job Title: Forensic Scientist III - Opt A

Agency: State Police
Closing Date/Time: Tue. 10/06/15 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: 21-31-ISP15-053

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the immediate supervisor, conducts in the Latent Print Section, the most advanced, complex, and independent forensic analyses/examinations of items of evidence related to latent finger/palm prints utilizing lasers, and photographic and other examination/processing techniques. Conducts methods research and development; assists with administrative/supervisory functions; and performs related duties in the Forensic Science Center at Chicago.

Minimum Requirements: Option A - Latent Print
Requires a Bachelor's degree in natural or forensic science. Requires five years of professional forensic science work experience.

Work Hours & Location/Agency Contact:
WORK HOURS: 8:30am to 5:00pm, Monday through Friday
WORK LOCATION: Illinois State Police
Forensic Science Center at Chicago, 1941 West Roosevelt Road, Chicago, IL
AGENCY CONTACT: Lloyd Peterson
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).

Option A - Firearm/Prints/Photo/Doc

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1548013-481039

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Work Hours: Monday-Friday 8:30AM - 5:00PM
Location: 1026 S Damen Ave., Chicago IL 60612
Agency Contact: Tracey Hardrick, Personnel Liaison
1911 S Indiana 10th Fl, Chicago IL 60616

Phone: 312-328-2509 Fax: 312-328-2510

Tracey.Hardrick@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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