



02/06/2019

Job Title: **Human Services Casework Manager**
Agency: Human Services
Closing Date/Time: Wed. 02/06/19 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-109587**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



02/06/2019

Job Title: **Physician Specialist - Option C/ D - Opt 18**

Agency: Human Services

Closing Date/Time: Thu. 02/07/19 4:00 PM Central Time

Salary: \$83.58 - \$116.30 hourly
\$6,292.62 - \$8,756.31 biweekly
\$13,634.00 - \$18,972.00 monthly
\$163,608.00 - \$227,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC063**

Bid ID#: **10-82/108897, 108900**

Requires a current Illinois license to practice medicine and American board Certification in the related specialty of psychiatry.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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02/06/2019

Job Title: **Medical Administrator III- Opt 6, Deputy Chief of Health Services**

Agency: **Corrections**

Closing Date/Time: **Thu. 02/07/19 4:00 PM Central Time**

Salary: **\$10,812.00 - \$21,749.00 monthly**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **BBR**

Bid ID#: **IDOC29-02-19-0125A**

Requires an Illinois license to practice medicine and completion of an approved residency in Internal Medicine. Requires three years of substantive medical experience in clinical/medical program direction, planning and evaluation.

Contact:

Public Safety Shared Services
Lisa Devert, HR Specialist
1301 Concordia Ct
Springfield, IL 62702
Lisa.Devert@illinois.gov

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02/06/2019

Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-109631**

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

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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02/06/2019

Job Title: **Administrative Assistant II - Opt H7**
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-72-109605**

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.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



02/06/2019

Job Title: **Administrative Assistant II - Opt H7**
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-72-109605**

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.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



02/06/2019

Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-109624

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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02/06/2019

Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-79-109696**

Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled or other disabled persons.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



02/06/2019

Job Title: **Public Service Administrator - Opt 8L**
Agency: Human Services
Closing Date/Time: Thu. 02/07/19 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**
Plan/BU: **GB000**
Bid ID#: **10-17-109614**

Requires graduation from a recognized law school. Requires the possession of a license to practice law in the State of Illinois. Requires three years experience as a public or business administrator with knowledge of staff utilization and employee motivation and developing, installing and evaluation new and revised methods, procedures and performance standards.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL
ATTN: KRIS TAPOCIK
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3385

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).



02/06/2019

Job Title: **Information Systems Analyst I - Opt S**
Agency: State Police
Closing Date/Time: Fri. 02/08/19 4:00 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: **RC063**
Bid ID#: **28-72-ISP19-015**

Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in computer science or directly related fields. Requires the ability to lift equipment weighting up to 30 pounds. Requires a valid driver's license and the ability to travel. Requires the ability to serve on an on-call basis.

Contact:

Kim Aure, HR Representative
Public Safety Shared Services
1301 Concordia Court
Springfield, IL 62702
217-557-6010 Ext. 4410
Kimberly.Aure@illinois.gov

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).



02/06/2019

Job Title: **Child Support Specialist Trainee - Opt SS**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4126**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area; requires ability to speak, read, and write Spanish at a colloquial skill level.

Agency Contact:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-524-3960

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).



02/06/2019

Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CS4127**

Requires successful completion of the Child Support Specialist Trainee program.

Agency Contact:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-524-3960

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).



02/06/2019

Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CS4128**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Agency Contact:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-524-3960

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).



02/06/2019

Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4112**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance; or, equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Agency Contact:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-524-3960

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).



02/06/2019

Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4113**

Requires successful completion of the Child Support Specialist Trainee program.

Contact Agency:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-574-3960

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02/06/2019

Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4114**

Requires education and experience equivalent to four years of college with course work in psychology, sociology, social welfare, business administration, or finance, or equivalent educational attainment in a related field; or education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work: 217-557-3900
Fax: 217-524-3960

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).



02/06/2019

Job Title: **Site Services Specialist I**
Agency: Natural Resources
Closing Date/Time: Mon. 02/11/19 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **12-35-5704**

Requires education and experience equivalent to a bachelor's degree in history or liberal arts two years' related functional supervisory experience. Requires working knowledge of: site interpretation, natural and/or cultural resource conservation, curatorial techniques, structural grounds maintenance, public relations and personnel administration; American and Illinois history. Requires ability to: express ideas clearly and concisely both orally and in writing; to evaluate interpretive program effectiveness and to make recommendations on policies and procedures; to perform independent research to assure accuracy in restoration and interpretation of historic sites; to assign, supervise and evaluate the work of subordinates; to make minor repairs to artifacts; to prepare organized programs to inform and entertain site visitors; to use tools and materials in the maintenance and care of historical artifacts, buildings, and grounds.

WHERE TO APPLY

Department of Natural Resources
Attn: Mike Norris
One Natural Resources Way
Springfield, IL 62702
217-785-9383

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).



02/06/2019

Job Title: **Site Technician II (Upward Mobility Target Title)**
Agency: Natural Resources
Closing Date/Time: Mon. 02/11/19 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **12-32-5703**

Under direct supervision, regularly performs semi-skilled tasks associated with the maintenance of structures and facilities at William W. Powers Conservation Area.

WHERE TO APPLY

Department of Natural Resources
Attn: Levi Bray
William W. Powers Conservation Area
12949 S. Avenue O.
Chicago, IL 60633
773/646-3270

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).



02/06/2019

Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Thu. 02/14/19 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **34-115-19-19**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Apply To:
IDVA
Human Resources
833 S. Spring St.
Springfield, IL 62704
Ph: 217-785-1788
Fax: 217-557-7235

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).



02/06/2019

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

[Click Here for Applicant Information and Grading Procedures](#)

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02/06/2019

Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

Applicants should complete the electronic applicant data form at the link provided below; applications will only be accepted on-line. Questions can be directed to Marna.Goodman@illinois.gov, Chief of Professional Development and Training.

Non-State Applicants should complete an [agency specific application form](#) for Juvenile Justice Specialist Intern.

If you are a current State employee and are an Upward Mobility Participant, please contact Ken Hilgendorf, 217-557-1030 x3008.

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).



02/06/2019

Job Title: Office Coordinator - Opt SS2
Agency: Public Health
Closing Date/Time: Thu. 02/14/19 5:00 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#: IDPH 44-19-0199

Under direction of the Regional Supervisor, performs a variety of paraprofessional and complex specialized office support functions; performs difficult and complex typing. Performs a variety of clerical work that requires choice of procedures and independence of action in disposition of routine matters. Maintains and updates a variety of files. Serves as IT Coordinator for LTC Field Operations Regional Staff. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

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).



02/06/2019

Job Title: **Technical Advisor II**
Agency: Illinois Lottery
Closing Date/Time: Thu. 02/14/19 11:59 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#: **LOT 19709**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence, hearings and trial procedure including litigation experience before Illinois state courts. Requires working knowledge of common law and the provisions of state and federal laws, relating to administrative and regulatory functions. Requires litigation skills. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature including settlement offers. Requires ability to 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.

Agency Contact:
Lottery Personnel
101 W. Jefferson St., MC 3-970
Springfield, IL 62702
FAX: 217-785-7839 / Phone: 217-524-5382

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).



02/06/2019

Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline - 312-681-2293.

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).