



03/15/2019

Job Title: **Day Care Licensing Representative I (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Thu. 03/21/19 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: **RC063**

Bid ID#: **1913014-139847**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

Contact:  
Karen Wagner  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: **Revenue Tax Specialist I**  
Agency: Revenue  
Closing Date/Time: Fri. 03/15/19 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: **RC062**  
Bid ID#: **DOR 19857**

Requires a Bachelor's degree and completion of the Revenue Tax Specialist Trainee Program, or nine years' Department of Revenue experience, including completion of the Revenue Tax Specialist Trainee Program. Requires working knowledge of current Illinois and federal tax laws, rules and regulations and out-of-state filing requirements. Requires working knowledge of tax terminology, forms and documents utilized in the processing of tax returns and supporting documentation.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-524-3954 Phone  
217-782-9925 Fax

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



03/15/2019

Job Title: **Public Aid Eligibility Assistant - Opt AR**  
Agency: Human Services  
Closing Date/Time: Wed. 03/20/19 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: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-110362-110363**

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 follow written and oral instructions. Requires ability to establish and maintain working relationships with agency staff and the general public. Requires ability to speak, read or write Arabic at a colloquial skill level.

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: **Human Resources Associate - Opt 2**  
Agency: Human Services  
Closing Date/Time: Wed. 03/20/19 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
\$38,880.00 - \$55,104.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-72-110361**

Requires knowledge, skill and menial development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures. Requires working knowledge of human resources programs, rules and regulations. Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance. Requires the ability to keyboard accurately at a rate of 30 wpm.

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: **Rehabilitation Counselor Opt. F**  
Agency: Human Services  
Closing Date/Time: Wed. 03/20/19 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
\$49,908.00 - \$74,616.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82-110357**

Requires possession of a master's degree from a college or university program accredited by Council on Rehabilitation Education (CORE); or a master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or a closely related field. Requires one year of professional experience in rehabilitation counseling or a closely related field

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

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03/15/2019

Job Title: **Office Coordinator - Opt 2**  
Agency: Healthcare & Family Services  
Closing Date/Time: Tue. 03/19/19 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#: **CS4141**

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 composition, grammar, spelling, and punctuation. Requires the ability to travel to various sites.

Agency Contact:  
Division of Child Support Services  
509 South 6th Street  
Springfield, IL 62701  
Work Phone: (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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: Revenue Auditor Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Tue. 03/26/19 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 3  
Plan/BU: RC062  
Bid ID#: DOR 19908

**Requires possession of a bachelor's degree in accounting, business administration, or finance with a minimum of 21 semester hours of progressive coursework in accounting, with additional coursework in management and business administration, computer science, economics and statistics. Requires elementary knowledge of professional accounting methods and techniques of tax accounting and auditing. Requires elementary knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals.**

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-524-3954 Phone  
217-782-9925 Fax

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).



03/15/2019

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Healthcare & Family Services  
Closing Date/Time: Tue. 03/26/19 11:59 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **MP2284**

Requires (a) graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, (b) a Bachelor's Degree in Nursing and two years of professional nursing experience or, (c) a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of federal, state and agency laws, rules, and regulations concerning licensure and certification of health care agencies and facilities. Requires thorough knowledge of nursing principles and practices. Requires ability to travel independently.

Agency Contact:  
Robert Fehrholz  
Bureau of Medical Administrative Support  
201 South Grand Avenue East, 3rd Floor  
Springfield, IL 62763

Work Telephone # (217) 524-7326  
Fax # (217) 557-2565

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





03/15/2019

Job Title: **Appellate Court Research Attorney**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Mon. 04/08/19 4:30 PM Central Time  
Salary: \$62,244.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **272**

**EDUCATION AND EXPERIENCE:** Graduation from a law school accredited by the American Bar Association is required. Applicant should possess excellent research, case analysis and writing skills.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents.

**Interested individuals should submit a cover letter, resume including grade point average, writing sample and law school transcript via regular mail to:**

**Kathleen Warnick  
Legal Research Director  
First District Appellate Court  
160 North LaSalle Street, Room N1400  
Chicago, IL 60601**

**Applicant's information must be received by Monday, April 8, 2019.  
(Please no telephone calls or email)**

**EQUAL OPPORTUNITY EMPLOYER**

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03/15/2019

Job Title: **Civil Engineer Trainee - Construction Civil Engineer Trainee**

Agency: Transportation

Closing Date/Time: Fri. 04/05/19 4:30 PM Central Time

Salary: \$4,275.00 - \$5,118.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **20**

Bid ID#: **IPR#43427**

**Position Requirements:**

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in spring 2019)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Valid driver's license

**Position Desirables:**

- Strong oral and written communication skills

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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03/15/2019

Job Title: **Boiler Safety Specialist**  
Agency: State Fire Marshal  
Closing Date/Time: Fri. 03/22/19 4:00 PM Central Time  
Salary: \$8,606.04 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC008**  
Bid ID#: **50-50-SFM19-005**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as a mechanical engineer, operating engineer, or boilermaker. A mechanical engineering degree from a recognized college of engineering may be substituted for two years of experience. Within the first six months of employment, an employee must qualify and pass the examinations given by the National Board of Boiler and Pressure Vessel Inspectors to become a National Board In-service Commissioned Inspector. Failure to successfully pass these exams in the required time will result in termination of employment. The incumbent must thereafter maintain a current In-service Commission by the National Board of Boiler and Pressure Vessel Inspectors. The possessor of this Commission may also be identified as a National Board In-service Commissioned Inspector. Must have attained the age of 25 years.

**Work Hours:** Mon-Fri 7:30 AM to 4:00 PM

**Work Location:**

Office of the State Fire Marshal  
Cook, DuPage, Lake, or Will County - Home Based

**Agency Contact:**

Kim Aure  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
[kimberly.aure@illinois.gov](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: **Account Technician II**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 03/21/19 4:00 PM Central Time  
Salary: \$3,371.00 - \$5,041.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IDJJ-27-15-19-0001**

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; requires extensive knowledge of accounting techniques; requires extensive knowledge of office methods and procedures; requires working knowledge of state or non-state accounting procedures; requires working knowledge of principles and functions of standard office accounting machines and equipment.

**Agency Contact:**

Kim Aure  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 x4410

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



03/15/2019

Job Title: **Mental Health Technician I or Mental Health Technician II or Mental Health Tech Trainee**

Agency: Human Services

Closing Date/Time: Thu. 03/21/19 4:59 PM Central Time

Salary: \$2,577.00 - \$3,998.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **6**

Plan/BU: **RC009**

Bid ID#: **10/79-103071.73.74.75.76.77**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

**CONTACT INFORMATION:**

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

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



03/15/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 03/19/19 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#: **10-91-110370**

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 follow written and oral instructions. Requires ability to establish and maintain working relationships with agency staff and the general public. Requires ability to speak, read or write Spanish at a colloquial skill level.

8:30 a.m.-5:00 p.m.  
Hunter MMU  
527 S. Wells St.  
Chicago, IL 60607

**Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)**

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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03/15/2019

Job Title: **Human Resources Associate - Opt 2**  
Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IWCC-50-19-0004**

Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program.  
Requires extensive knowledge of office practices and procedures.  
Requires extensive knowledge of composition, grammar, spelling and punctuation.  
Requires extensive knowledge of arithmetic computations.  
Requires working knowledge of human resources programs, rules and regulations.  
Requires ability to establish and develop written instructions and procedures.  
Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance.  
Requires ability to instruct, guide and train others.

**Additional Documentation for Human Resources Associate:**

**Option 2** - Typing

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

**NOTE:** Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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03/15/2019

Job Title: **Civil Engineer Trainee - Construction Civil Engineer Trainee**

Agency: Transportation

Closing Date/Time: Fri. 04/05/19 4:30 PM Central Time

Salary: \$4,275.00 - \$5,118.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **20**

Bid ID#: **IPR#43427**

**Position Requirements:**

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in spring 2019)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Valid driver's license

**Position Desirables:**

- Strong oral and written communication skills

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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03/15/2019

Job Title: **Workers Compensation Insurance Compliance Investigator**

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 03/25/19 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: **RC062**

Bid ID#: **IWCC-50-19-0005**

Requires knowledge of policies and procedures of state and federal laws pertaining to Workers' Compensation. Requires the ability to conduct a thorough investigation. Requires ability to apply and interpret laws and regulations relating to workers' compensation. Requires a valid driver's license.

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

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



03/15/2019

Job Title: Office Administrator  
Agency: Illinois Power Agency  
Closing Date/Time: Fri. 03/22/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: FY19-1

The Illinois Power Agency is an independent State Agency created in 2007 to develop electricity and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: [www.illinois.gov/ipa](http://www.illinois.gov/ipa).

**Education:**

- Bachelor's degree, preferably with courses in Business or Public Administration.

**Experience and desired qualifications:**

- A minimum of three (3) to five (5) years of related Office Administrator experience.
- State Government experience strongly preferred.
- Experience with SAP strongly desired; experience with QuickBooks or other accounting software preferred.
- Proficiency with Microsoft Word and Excel.
- Demonstrated ability to produce quality work with a focus on accuracy, transparency, and accountability.
- Strong organizational skills.
- Excellent written/oral communication skills and interpersonal skills.

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



03/15/2019

Job Title: **Employment Security Specialist I**  
Agency: Employment Security  
Closing Date/Time: Fri. 03/22/19 11:59 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#: **RCRA 12268**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level, preferably related to programs provided by IDES Service Delivery. Requires working knowledge of Workforce Innovation and Opportunity Act (WIOA) regulations and guidelines, Employment Service programs, Unemployment Insurance programs and all Service Delivery Bureau programs, service goals, activities and operational systems in area of responsibility.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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



03/15/2019

Job Title: **Public Aid Eligibility Assistant - Opt AR**  
Agency: Human Services  
Closing Date/Time: Wed. 03/20/19 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: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-110362-110363**

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 follow written and oral instructions. Requires ability to establish and maintain working relationships with agency staff and the general public. Requires ability to speak, read or write Arabic at a colloquial skill level.

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Job Title: **Human Resources Associate - Opt 2**  
Agency: Human Services  
Closing Date/Time: Wed. 03/20/19 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
\$38,880.00 - \$55,104.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-72-110361**

Requires knowledge, skill and menial development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures. Requires working knowledge of human resources programs, rules and regulations. Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance. Requires the ability to keyboard accurately at a rate of 30 wpm.

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

## **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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019

Are You

**AWESOME?**

**NOW HIRING!**

Safe Passages Wants YOU!!!

**\$12 PER  
HOUR**

**Must be at  
LEAST 21 YRS  
OLD.**

Come to 5437 W Division to apply in  
person.

Questions? Call 773-378-5034



To apply online copy/paste this link:  
<https://goo.gl/forms/wEGpB1NU8WItSQCY2>




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



03/15/2019

# Hiring Event



**United States  
Post Office**

**Wednesday, March 23<sup>rd</sup>  
1:00PM**

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**Current Positions Include:**


Postal Support Employee (Mail Processing Clerk)	\$15.63
Postal Support Employee (Tractor Trailer Operator) <i>(CDL required)</i>	\$16.97
Postal Mail Handler	\$11.00

These positions will be posted at [www.usps.com](http://www.usps.com)  
**Applications Should Be Completed Before Event!**

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Please go to [www.usps.com](http://www.usps.com). Scroll to the bottom of the page to **USPS Jobs** and click on **Careers**. Read the one-page document **Applying for a Job at USPS** before you begin your application.

**Register at the Resource Desk or call (804) 521-4918**



**Odwill**  
Changing Lives

**Richmond Employment Center**  
 6301 Midlothian Turnpike  
 Richmond, VA 23225  
 (804) 521-4918

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





03/15/2019



— Join Our Team —

# We're Hiring!

**Part -Time Positions** for  
our Melrose Park Distribution Center

## Inventory Control Clerk

- Starting wage \$14.75/hr.
- Employee Discount
- Future Job Opportunities
- # 1 Grocery Chain in the Chicagoland area

\*Shift times T, W and TH 12pm - 5pm or 5pm - 9pm, Sat and Sun 2pm - 7pm or 5pm - 9pm\*

For more information email your resume to

[Carmen.Calderon@jewelosco.com](mailto:Carmen.Calderon@jewelosco.com)

Equal Opportunity Employer | Pre-Employment Drug Screening Required

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



03/15/2019

**JOINT APPRENTICE COMMITTEE**

Of the Associated Steel Erectors of Chicago and

Bridge, Structural and Reinforcing Iron Workers Local Union #1

*Of International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers*

**7740 INDUSTRIAL DR.**

**FOREST PARK, IL 60130**

**(708) 366-8181**

**FAX (708) 366-4827**

**Will Start Accepting Apprentice Applications**

April 8<sup>th</sup> thru 12<sup>th</sup>, 2019

April 15<sup>th</sup> thru 19<sup>th</sup>, 2019

From 8:00 am until 2:00 pm.

The Test will be given on Saturday May 4, 2019

**IMPORTANT**

**APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO**

**8:00 AM OR AFTER 2:00 PM AND ONLY ON THE DATES STATED. APPLICANTS MUST BE ABLE TO READ AND WRITE THE ENGLISH LANGUAGE AND PROVIDE THE FOLLOWING REQUIRED DOCUMENTS:**

- ✓ Original High School Diploma or G.E.D. Certificate
- ✓ Certified Birth Certificate (must be at least 18 years old) or Passport
  - ✓ Valid Driver's License or State Photo ID
  - ✓ DD 214 if prior military service
- ✓ Three References (name, address and phone number required)
- ✓ Cashier's Check or Money Order for \$25.00 (not refundable)

Made out to: Apprenticeship Trust Fund

**NO CASH OR PERSONAL CHECKS FOR APPLICATION**

- ✓ Study Guides will be available from the Testing Agency during Applications (Cost: \$10). Cash can be accepted for study guide. For additional information and driving directions visit our website: [www.iwlocal1.com](http://www.iwlocal1.com)

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



03/15/2019

# Navy Pier **JOB FAIR**

As Chicago's iconic landmark continues its exciting transformation, the Navy Pier Job Fair will offer job seekers the unique and exciting opportunity be a part of this iconic Chicago destination while working along the city's beautiful lakefront.

**Thursday, March 28**  
**3pm - 7pm**

Navy Pier, Crystal Gardens

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**2019 PARTICIPATING PARTNERS**

<p><b>BOATS</b></p> <hr/> <p>ENTERTAINMENT CRUISES SHORELINE MARINE COMPANY, INC.</p> <p><b>ATTRACTIONS</b></p> <hr/> <p>AMAZING CHICAGO CHICAGO CHILDREN'S MUSEUM VIRTUAL RUSH CHICAGO</p> <p><b>FOOD EXPERIENCE</b></p> <hr/> <p>BEN &amp; JERRY'S ICE CREAM LALO'S LETTUCE ENTERTAIN YOU BROWN SUGAR BAKERY FRESHII POTBELLY</p>	<p>STARBUCKS SNOW DRAGON SHAVERY COMPLETELY NUTS IDOF AMERICA'S DOG</p> <p><b>OTHER RESTAURANTS</b></p> <hr/> <p>STEFANI GROUP MCDONALD'S</p> <p><b>RETAIL SHOPS</b></p> <hr/> <p>COLOR, INC. LOVE FROM CHICAGO IT'SUGAR OH! YES CHICAGO</p>	<p>CHICAGO SPORTS STORE GARRETT POPCORN</p> <p><b>SIT-DOWN RESTAURANTS</b></p> <hr/> <p>BUBBA GUMP SHRIMP CO. GIORDANO'S HARRY CARAY'S TAVERN MARGARITAVILLE TINY TAVERN</p> <p><b>OTHER MERCHANTS</b></p> <hr/> <p>FERRIS WHEEL PHOTO BIG BUS</p>
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**For more information & to register for the job fair visit [navypier.org](http://navypier.org)!**

considering only, division of planning and economic development, 7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/15/2019



**ILLINOIS STATE POLICE**  
BRENDAN F. KELLY • ACTING DIRECTOR

**NEWS**

FOR IMMEDIATE RELEASE  
March 11, 2019

Contact: ISP Public Information Office  
PIO@isp.state.il.us

**THE ILLINOIS STATE POLICE MERIT BOARD IS ACCEPTING  
APPLICATIONS FOR ILLINOIS STATE TROOPER**

*Deadline to Submit Applications for CC130 has been Extended to May 31, 2019*

Springfield, IL – The Illinois State Police (ISP) Merit Board is currently processing applications for Cadet Class 130, which is tentatively scheduled to begin in October 2019. In order to be considered for Cadet Class 130, the ISP Merit Board must receive your completed application and required documentation by May 31, 2019. Anyone interested in joining the ranks of the ISP is encouraged to visit the ISP Merit Board website at [www.illinoistrooper.com](http://www.illinoistrooper.com) for application information.

The ISP is one of the premier law enforcement agencies in the country, and is committed to promoting criminal justice in the Land of Lincoln. Upon graduation from the ISP Academy, Troopers are assigned to one of the 21 patrol districts across the state; however, Troopers have the opportunity to transition to one of the many specialty functions within the ISP. These specialty functions include, but are not limited to, Crime Scene Services, the Equal Employment Opportunity Office, Investigations, Internal Investigations, SWAT, Air Operations, K-9 Handler, Motorcycle Unit, Medicaid Fraud Control Bureau, Executive Protection, and Academy Instructor.

We hope you will consider being a part of a revered tradition built on three pillars: Integrity, Service and Pride. You can help make ISP history as it approaches its centennial celebration in 2022.

If you have questions about being an ISP Trooper, please contact one of the following:

Master Sergeant Hector Alejandre  
708-522-4946 or [Hector\\_Alejandre@isp.state.il.us](mailto:Hector_Alejandre@isp.state.il.us)

Sergeant Jarran Riley  
217-558-4902 or [Jarran\\_Riley@isp.state.il.us](mailto:Jarran_Riley@isp.state.il.us)

Trooper Aldo Schumann  
708-710-1424 or [Aldo\\_Schumann@isp.state.il.us](mailto:Aldo_Schumann@isp.state.il.us)

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