



04/09/2019

Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 04/18/19 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#: **CS4202**

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 the ability to type accurately at 30 words per minute. Requires the ability to travel.

Agency Contact:
Division of Child Support Services
509 South 6th Street
Springfield, IL 62701
Work Phone: (217) 557-3900
FAx:(217) 524-3960 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).



04/09/2019

Job Title: **RS I Associate Area Relocation & Property Management Specialist**

Agency: Transportation

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

Salary: \$3,605.00 - \$5,003.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#43216**

This position is accountable for compiling information required for rendering prompt and equitable relocation assistance to specified projects; the efficient management of department-owned property throughout the district, assisting in the maintenance of property management records, assisting in the preparation of relocation plans and determination of relocation payments, and rendering administrative and support functions, as needed, for the different stages of the land acquisition process.

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

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).



04/09/2019

Job Title: **CE VII Bureau Chief of Local Roads & Streets**
Agency: Transportation
Closing Date/Time: Fri. 04/19/19 4:30 PM Central Time
Salary: \$7,640.00 - \$9,650.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43494**

This position is accountable for planning, directing, and coordinating the activities of the Bureau of Local Roads & Streets to ensure that all state and federally funded highway projects undertaken by local agencies are developed and implemented according to department standards and in a timely manner. Only through effective management of the bureau can high standards and efficient project delivery be maintained, ensuring optimum utilization of available funds and to meet established deadlines.

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

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).



04/09/2019

Job Title: **Technical Support and Transition Development Specialist**
Agency: Aging
Closing Date/Time: Fri. 04/19/19 5:00 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **4**
Bid ID#: **AGE-19-52-64**

Education: Must possess a MSW.

Experience: Minimum of 7-10 years of experience in human services. Must possess a demonstrated knowledge and understanding of the issues involved with housing transition and of all human services facilities and programs available to individuals as it relates to Aging and persons with disabilities.

Must be able to travel.

Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702
OR
Fax: 217/557-4918

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 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).



04/09/2019

Job Title: **Senior Public Service Administrator - Opt 8L**
Agency: Human Services
Closing Date/Time: Fri. 04/19/19 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-17-110845**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business law or legal studies. Requires possession of a license to practice law in Illinois plus four years progressively responsible professional experience in the practice of law. Requires thorough knowledge of judicial and quasi-judicial procedures at all levels, thorough knowledge of common law and Federal and State statutes pertaining to programs operated by the DHS. Requires experience in medical records/health information management background. Requires knowledge and experience in information privacy laws.

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).



04/09/2019

Job Title: **Budget Specialist (Contractual)**
Agency: Aging
Closing Date/Time: Fri. 04/19/19 11:59 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **AGE-19-56-63**

Education: Must possess a Bachelor's Degree in finance or accounting.

Experience: Minimum of 2 years of budget management experience in public or private sector. Requires experience planning and negotiating contracts. Must possess a demonstrated knowledge and understanding of principles of accounting.

Must be able to travel.

Please apply by submitting a CMS-100 Employment Application (dated 4/2018 or after) or resume and cover letter to the following:

Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702

OR

FAX: 217/557-4918

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 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).



04/09/2019

Job Title: **Office Administrator Iv - Opt 2**
Agency: Employment Security
Closing Date/Time: Fri. 04/19/19 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**
Bid ID#: **RCRA 12288**

Requires knowledge, skill and mental development equivalent to completion of two years of study at a secretarial/business college and two years of office experience; or completion of high school and four years of Office Assistant experience; or four years independent business experience. Requires extensive knowledge of office procedures and programs; elementary mathematics and grammar, including familiarity of legal terminology. Requires working knowledge of Illinois Department of Employment Security (IDES) program operations and policies, including but not limited to the Illinois Unemployment Insurance (UI) Act, Rules and Administrative Code. Requires ability to operate manual and automated office equipment; direct and supervise the work of a nonprofessional office staff; use a PC with related software packages such as database management, spreadsheets, electronic mail and word processing. Requires the ability to type accurately at 30 wpm.

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

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).

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).



04/09/2019

Job Title: **Office Administrator Iv - Opt SS1**
Agency: Employment Security
Closing Date/Time: Fri. 04/19/19 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: **RC028**
Bid ID#: **RCRA 12287**

Requires knowledge, skill and mental development equivalent to completion of two years of study at a secretarial/business college and two years of office experience; or completion of high school and four years of Office Assistant experience; or four years independent business experience. Requires extensive knowledge of office procedures and programs; elementary mathematics and grammar, including familiarity of legal terminology. Requires working knowledge of Illinois Department of Employment Security (IDES) program operations and policies, including but not limited to the Illinois Unemployment Insurance (UI) Act, Rules and Administrative Code. Requires ability to operate manual and automated office equipment

IL. Dept. of Employment Security
Recruitment & Selection
33 S. State Street, 8th floor
Chicago, IL 60603

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 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).



04/09/2019

Job Title: **Storage Tank Safety Specialist**
Agency: State Fire Marshal
Closing Date/Time: Wed. 04/17/19 4:00 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-SFM19-001**

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 and stabilization of hazardous situations, or incidents involving fire, explosion, or environmental release. Requires valid driver's license and ability to travel.

Agency Contact:

Kim Aure
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
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).



04/09/2019

Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 04/16/19 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: **GB063**
Bid ID#: **10-91-110775**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

DHS - BUR OF EMPLOYEE SVCS
ATTN: ANNETTE TONJES
100 SO. GRAND AVE., EAST, 3RD FL.
SPRINGFIELD, IL 62762
Desk - (217) 785-9654
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).



04/09/2019

Job Title: **Public Service Administrator - Opt 3N**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Tue. 04/16/19 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DoIT 20269**

Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in technology management, designing, computer science or directly related fields. Requires three years of progressively responsible administrative experience in telecommunications and/or network hardware/software. Requires the ability to develop and maintain cooperative working relationships. Requires the ability to develop and manage a supportive agency program. Requires a valid, appropriate driver's license and/or the ability to travel.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-7180
217-524-6629 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).



04/09/2019

Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Tue. 04/16/19 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 26-19-0087**

Requires knowledge, skill, and mental development equivalent to completion of four years college in public health, epidemiology, demography, health administration, policy development, or a closely related field, preferring a master's degree. Requires three years of progressively responsible experience in research and program planning, development, administration and evaluation. Extensive knowledge of agency policies and procedures is preferred. Requires ability to develop and maintain cooperative working relationships.

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).



04/09/2019

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.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436

OR

Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

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).



04/09/2019

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

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

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).

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).



04/09/2019

Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

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).



04/09/2019

Job Title: **Investigative Assistant**
Agency: Executive Inspector General *
Salary: \$2,500.00 - \$2,917.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **01-200**

- bachelor's degree in criminal justice, government, public or business administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- experience in legal research is desirable;
- familiarity with current information technology hardware and applications to manage information and documents;
- ability to balance multiple concurrent priorities;

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General
Division of Human Resources
69 W. Washington
Chicago, IL 60602
312-814-1789

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).



04/09/2019

Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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).

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).



04/09/2019

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 04/15/19 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-110789**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Spanish at a colloquial skill level. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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).



04/09/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 04/15/19 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-110804**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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).



04/09/2019

Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Fri. 04/12/19 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 20015**

Under administrative direction, provides extensive technical assistance to state-wide and out-of-state Audit Bureau Staff; provides direction and guidance regarding specific situations involving computer assisted audit (CAA) methods and statistical sampling; prepares procedure manuals and other research materials relating to computer assisted audit methods and statistical sampling; develops, coordinates and participates as an instructor in formal classroom training classes and seminars involving CAA methods and statistical sampling; assists lead auditors in conducting highly complex tax audits involving computerized systems using special audit software; confers with taxpayers and their representatives, Department legal staff, Audit Regional and Bureau management and others regarding CAA methods and statistical sampling; testifies at hearings or in court cases involving CAA methods and statistical sampling; performs special projects relative to CAA issues.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 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).



04/09/2019

Job Title: **Supreme Court Marshal**
Agency: Illinois Courts/Supreme Court
Closing Date/Time: Mon. 04/15/19 4:30 PM Central Time
Salary: \$54,563.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **275**

- Extensive law enforcement experience and training, having successfully completed all law enforcement training requirements established by the Illinois Law Enforcement Training and Standards Board, and be in good standing as a certified law enforcement officer with the State of Illinois.
- Maintain certification in LEADS/NCIC and CPR/AED.
- A four year degree from an accredited college or university is preferred.

8:30 a.m. - 4:30 p.m.

Supreme Court of Illinois
160 North LaSalle Street
Chicago, Illinois 60601

Barbara Black
(217) 524-6429

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04/09/2019

Job Title: **Law Clerk**
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 04/23/19 11:59 PM Central Time
Salary: See Position Description
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **29**
Bid ID#: **PSC**

Applicants should be available to work part-time or full-time during summer 2019 and part-time during the 2019-2020 academic year. Applications will not be accepted from students signed up for the July 2018 or February 2019 Bar exam. No licensed attorneys may apply.

2L (completed 1st year): \$12.50/hr estimated 1290 contract hours for FY20

3L (completed 2nd year): \$15.00/hr estimated 1290 contract hours for FY20

Grad (graduate law school but no licensed): \$20.00/hr estimated 1290 contract hours for FY20

Agency Contact: Human Resources
320 W Washington St 2nd floor
Springfield, IL 62786

[Scan all applications or questions to FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)

217-557-3022 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).



04/09/2019

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.

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04/09/2019

Community Job Fair



Hosted by Nobel Neighbors & West Park Academy

**1425 N Tripp
Chicago, IL**

**Saturday April 27th 2019
11am-3pm**

For more details 312-783-5528
Nobelneighborschicago@gmail.com



KOCH FOODS



**Bring copies of your resume.
On site interviews!**

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04/09/2019

CPS Job Fair



for Paraprofessionals, Substitute Paraprofessionals,
and Substitute Teachers

Thursday, April 25, 2019
3:00 p.m.–7:00 p.m.

Willye B. White Fieldhouse
1610 West Howard Street

If you enjoy working with children, consider
Chicago Public Schools!

Available Positions

FULL-TIME

- Special Education Classroom Assistant
- Teacher's Assistant
- Lunchroom Staff
- School Bus Aide & Bus Monitor
- School Security Officer
- Custodian

PART-TIME

- Substitute Teacher
- Substitute Teacher Assistant
- Substitute Special Education Classroom Assistant
- Substitute School Clerk
- Substitute School Bus Aide

To pre-register for this event, please visit www.bit.ly/JobsAtCPS
To apply online, visit www.cps.edu/careers

Resume Required for Entry
Bilingual Candidates Needed

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04/09/2019



HIRING EVENT

Are you interested in working for the U.S. Postal Service and becoming part of the winning team? There are many opportunities available....



Available positions include:

- City & Rural Carrier
 - Clerk
 - Mail Handler
- Automotive Technician
- Tractor Trailer Operators
 - Labor Custodians
- And more entry level



Where:

Goodwill Workforce Connection
Center

6054 S. Western
Chicago, IL 60636

WHEN: Monday April 29, 2019

TIME: 10AM-2PM

Business Attire Required. Please bring a
copy of your resume.



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04/09/2019

Are you 16- 24 years old and looking for work?
COMMUNITY YOUTH EMPLOYMENT PROGRAM

Job Training Program

**WESTSIDE HEALTH AUTHORITY
5437 W Division St**



**INTERESTED YOUNG ADULTS CALL
773-378-5034**

**Receive job training to build your
career skills to work in these
High Demand Industries:**

- Health Careers
- Marketing
- Manufacturing
- Transportation
- Information Technology
- Food and Natural Resources

MUST BRING:

***STATE OR SCHOOL ID
SOCIAL SECURITY
CARD
BIRTH CERTIFICATE***



For More Information Contact WHA Youth Center:

5437 W Division St.
Chicago, IL 60651
773-378-5034

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).



04/09/2019

PAID SUMMER OPPORTUNITIES

For Young Adults Ages 14-21 years old

Programs:

- **Chicagobility** for 14 & 15 year old youth
- **One Summer Chicago PLUS** for 16-21 year old youth

One Summer Chicago

Programming will begin on July 1st and end on August 9th, 2019. Applicants must be available for an in-person interview and orientation. Must be a Chicago resident, have proof of address and meet the age requirements.

How to apply:

- Complete the online application after March 15th but before April 30th: www.onesummerchicago.org
- Select "Children's Home & Aid" on the One Summer Chicago Application
- Upon completion, you will receive an automatic email verifying that your application has been submitted. Forward that email to metroyouthservices@childrenshomeandaid.org
- Completing the application does not guarantee you a job. You must be available for an interview and attend mandatory orientation.
- If you're selected we will contact you via phone or email, based on the information you entered on your application.

What you will need for your interview:

- ⇒ *Interview*
- ⇒ *Appropriate Attire*
- ⇒ *State or School ID*
- ⇒ *Social Security Card or ITIN*
- ⇒ *CPS ID Number*
- ⇒ *Proof of Address*



children's home & aid



Questions?

Contact Ms. Michel Q. at 773/918-8605 or mquezada@childrenshomeandaid.org

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