



07/01/2019

Job Title: **Gaming Licensing Analyst**
Agency: Illinois Gaming Board
Closing Date/Time: Mon. 07/15/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **IGB 20608**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field. Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.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).



07/01/2019

Job Title: **Public Service Administrator (ADON) - Opt 8N**
Agency: Human Services
Closing Date/Time: Mon. 07/15/19 4:00 PM Central Time
Salary: \$3,116.00 - \$8,301.00 monthly
\$37,392.00 - \$99,612.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **10-82/111203**

Requires a valid State of Illinois license as a registered nurse. Requires a bachelor's degree in nursing and three years progressively responsible professional nursing experience, or requires an associate's degree in nursing and four years progressively responsible professional nursing experience, or a master's degree in nursing and one year professional nursing experience.

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

Fax # 708-338-7078

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07/01/2019

Job Title: **Internal Security Investigator II - Opt A**
Agency: Human Services
Closing Date/Time: Mon. 07/15/19 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
\$61,752.00 - \$94,188.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-14-112324**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government

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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07/01/2019

Job Title: Office Coordinator - Opt 2
Agency: Illinois Gaming Board
Closing Date/Time: Mon. 07/15/19 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#: IGB 20607

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.

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

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07/01/2019

Job Title: **ET IV ICORS & CMMS Support Technician**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

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.

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).



07/01/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9011

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

AGENCY/LOCATION:

Halsted Parole Office
8007 S. Cottage Grove Ave.
Chicago, IL 60619

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@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).



07/01/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Dawn English
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
dawn.english@illinois.gov

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07/01/2019

Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Advanced Cardiac Life Support (ACLS) training and certification is preferred. Requires knowledge of diversified professional nursing principles, concepts and practices. Requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observances. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to successfully clear an in-depth background investigation and urine drug test.

Agency Contact:
Julie Anderson
Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
Phone: 815-730-4400 ext. 2019
Fax: 815-730-4405

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).



07/01/2019

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

CONTACT:

Tara Owen
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
tara.owen2@illinois.gov
217-557-6018 – 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).



07/01/2019

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)

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).



07/01/2019

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.

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).



07/01/2019

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.

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).



07/01/2019

Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$2,705.00 - \$3,655.00 monthly
\$32,460.00 - \$43,860.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-91-112198**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at the colloquial level.

Contact Info:

Bureau of Employee Services

Ashley Moore

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

217-557-0347

FAX: 217-524-2116

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07/01/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9015

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

AGENCY/LOCATION:

BOTY/Midtown Parole Office
1110 S. Oakley Blvd.
Chicago, IL 60612

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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07/01/2019

Job Title: **Criminologist - Non-Code Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/08/19 5:00 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 98616-16-2019**

The preferred candidate will have a Ph.D. in criminology, criminal justice, political science, psychology, sociology, or other relevant discipline. Individuals with a Master's Degree in the aforementioned disciplines and who have the requisite experience will also be considered.

Please apply by emailing a cover letter and resume to:

Dawn English, Human Resources
dawn.english@illinois.gov

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07/01/2019

Job Title: **Educator - Opt B (History Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Mon. 07/08/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ-27-15-19-0043**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **History**. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student

Agency Contact:

Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506 ext 1519

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07/01/2019

Job Title: **Health Facilities Surveyor I - Opt 2**
Agency: Public Health
Closing Date/Time: Tue. 07/09/19 5:00 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#: **idph 44-19-0325**

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling, or psychology, supplemented by one year of experience working directly with persons with intellectual disabilities or other developmental disabilities and an additional two years of professional experience affording knowledge of the problems and needs of intellectual disabled individuals and/or those with related conditions; or a master's degree in a human services professional field and one year of experience working directly with persons with intellectual or other developmental disabilities. Requires the ability to travel and a valid IL drivers license.

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.HRApplications@illinois.gov

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07/01/2019

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

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).



07/01/2019

Job Title: **TM IV District Safety Manager**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43595**

Position Desirables:

- Experience managing and supervising employees
- Strong working knowledge of the Occupational Safety and Health Administration (OSHA) Standards for General Industry and Construction
- Ability to plan, organize, and execute the district's Annual Safety Program
- Ability to develop and maintain harmonious relationships with employees from various bureaus and districts

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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07/01/2019

Job Title: **ET IV ICORS & CMMS Support Technician**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

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07/01/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9011

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

AGENCY/LOCATION:

Halsted Parole Office
8007 S. Cottage Grove Ave.
Chicago, IL 60619

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@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).



07/01/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Dawn English
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
dawn.english@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).



07/01/2019

Job Title: **Executive I - Opt W7**
Agency: Workers Compensation Commission
Closing Date/Time: Mon. 07/01/19 11:59 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: **CF062**
Bid ID#: **IWCC-50-19-0015**

Requires knowledge skill and mental development equivalent to the completion of four years of college. Requires two years of responsible administrative experience in a public or private organization. Applicant should be knowledgeable in policies and procedures and the over all workings of the Workers' Compensation Commission. Applicant should also be knowledgeable about the Workers' Compensation Act and Rules. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to speak and write Spanish at a colloquial skill level.

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

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07/01/2019

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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