



10/17/2019

Job Title: Office Clerk - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 10/29/19 5:00 PM Central Time
Salary: \$2,661.00 - \$3,557.00 monthly
\$31,932.00 - \$42,684.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-113962

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires the ability to type accurately at 30 wpm.

Bureau of Employee Services
Craig Meredith
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).



10/17/2019

Job Title: **Human Resources Specialist**
Agency: Human Services
Closing Date/Time: Wed. 10/30/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF062**
Bid ID#: **10-66-113509**

Requires knowledge, skill and mental development equivalent to the completion of four years of college and two years professional experience in human resources. Requires extensive knowledge of the Personnel Code, Rules, Position Classification, Pay Plan, Collective Bargaining Contracts, EEO, Civil Rights Act and guidelines derived therefrom the department procedures and processes.

Agency Contact:

Tammy Y Jackson
100 S Grand Ave East
3rd Floor
Springfield, IL 62762
217-524-6383 Phone
217-524-3826 Fax
Email: Tammy.Y.Jackson@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).



10/17/2019

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Wed. 10/30/19 5:00 PM Central Time
Salary: \$4,402.00 - \$6,581.00 monthly
\$52,824.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-11-113789-90**

Requires knowledge, skill and mental development equivalent to completion of four years of college in liberal arts, business administration, public administration or human resource development. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires at least one year of experience in delivery of training programs. Requires the ability to travel.

WHERE TO APPLY:

Michelle Julian
Bureau of Employee Services
100 S. Grand Avenue East
Springfield, IL 62762
DHS.HiringUnit@illinois.gov

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10/17/2019

Job Title: **PSC - Senior Public Service Administrator**
Agency: Human Services
Closing Date/Time: Wed. 10/30/19 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **PSC 20-051**

Requires four years of college with educational focus in Communications, Market or related. Requires four years of administrative marketing or public communications experience. Requires excellent customer service and excellent verbal and written communication skills. Requires knowledge and skill in performing a senior role in the area of Public Relations, Communications, Media, Market or related.

Meghan Powers
IL Department of Human Services
401 S. Clinton
Chicago

fax: (312) 793-2351

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).



10/17/2019

Job Title: **Child Welfare Staff Development Coordinator IV**
Agency: Children & Family Services
Closing Date/Time: Wed. 10/30/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1916003-166888**

Requires completion of a bachelor's degree in social work, a related human services field, criminal justice, criminal justice administration, or law enforcement; requires two years of professional experience in conducting or supervising child protection investigations and one year of experience in conducting training presentations or facilitating adult learning; requires possession of a valid appropriate driver's license and the ability to travel.

Contact:

Michele Shoultz-Hughes
406 E. Monroe, Stat. 373
Springfield, IL 62701
217-558-0502
217-524-3970 (fax)
Michele.Shoultz@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).



10/17/2019

Job Title: Educator - Personal Services Contract
Agency: Juvenile Justice
Salary: \$5,000.00 / Month
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: 1
Bid ID#: IDJJ27-PSC-2019

Requires possession of a Bachelor's Degree and a minimum of one year experience in a public or private school. **Requires the ability to pass an Illinois Department of Corrections background check.**

Agency Contact:

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

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).



10/17/2019

Job Title: **Senior Public Service Administrator - Opt 8P**
Agency: Human Services
Closing Date/Time: Fri. 11/08/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-89-113711**

Requires licensure as a Registered pharmacist in Illinois. Requires completion of at least a 5 year college program resulting in graduation from an accredited College of Pharmacology. Requires four years related pharmacy experience.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL
ATTN: KRIS TAPOCIK
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-2114

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).



10/17/2019

Job Title: Educator - Opt B (History Teacher)
Agency: Juvenile Justice
Closing Date/Time: Fri. 11/08/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-19-0043

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) in Secondary Education with an endorsement in the appropriate content area in which the individual is approved to work **(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 Borkowski, HR
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506 ext 1519

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).



10/17/2019

Job Title: **General Counsel**
Agency: Comptroller *
Closing Date/Time: Thu. 10/31/19 11:59 PM Central Time
Salary: Negotiable
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **EX000**
Bid ID#: **19-034**

Requires completion of four years of college, preferably with courses in law and business or public administration, and graduation from an accredited law school. Requires four years of progressively responsible administrative legal experience in a public or business organization, including experience in governmental law. Requires possession of a valid license to practice law in Illinois.

Applicants must submit the **Office of Comptroller application** by the closing date of this posting. Applications can be found on Illinois State Comptroller Susan A Mendoza's website, <http://illinoiscomptroller.gov/employment/>. A detailed resume may also be attached but should not replace the application. **No other applications, including the "CMS100," will be accepted.** Complete applications should be submitted to:

**IL Office of Comptroller
325 West Adams,
Springfield, IL 62704
Attn: Human Resources**

Last date to apply: October 31, 2019

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).



10/17/2019

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

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

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

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

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10/17/2019

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).

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10/17/2019

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; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

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).



10/17/2019

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).



10/17/2019

Job Title: **Assistant Director, Probation Services Division**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$100,176.00 / Year
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Bid ID#: **306**

EDUCATION AND EXPERIENCE: A Bachelor's Degree and a minimum of seven years of professional experience, five of which must be at a senior management level in the administration of probation services and systems, related court operations, or public sector management. Post graduate degree is strongly preferred.

This position has the flexibility to be located in Springfield or Chicago.

Barb Black
(217) 524-6429

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10/17/2019

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

EXPERIENCE AND EDUCATION: A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Agency Contact: Barbara Black
Phone: (217) 524-6429

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).



10/17/2019

Job Title: **Americas Trade Specialist / Public Service Administrator - Opt 1**

Agency: Commerce & Economic Opportunity

Closing Date/Time: Sun. 10/20/19 11:59 PM Central Time

Salary: \$80,000.00 - \$90,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **37015-42-00-095-15-01**

1. Requires the ability to speak and write English and Spanish fluently.
2. Requires a Bachelor's degree.
3. Requires prior experience equivalent to three (3) years of progressively responsible administrative experience in a public or business organization.
4. This position is an "**ONLINE APPLICATION ONLY**". Apply to this position using the "**Apply**" link above. Please see the illustration below:
- 5.

[Print Job Information](#) | [Apply](#)



[Description of Duties/Essential Functions](#)
[Benefits](#)
[Supplemental Questions](#)

- 6.
7. Previously submitted applications for open competitive list or a promotional list for this position will **not** be considered. Only applications submitted "**ONLINE**", during the posting period, will be considered in the filling of this position. **Paper applications submitted for this position will not be processed and will be destroyed.**

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10/17/2019

Job Title: **Environmental Protection Specialist I - Opt SS**
Agency: Environmental Protection Agency
Closing Date/Time: Thu. 10/17/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **30-0134**

Education and Experience: Requires the knowledge, skill and mental development equivalent to the completion of four years of college with course work in the physical, life or environmental sciences; requires one year of professional experience in pollution abatement or a related field.

Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276

(217)785-1745
Fax(217)524-6907

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).



10/17/2019

Job Title: **Child Support Specialist Trainee - Opt SS**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 10/17/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4324**

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

WHERE TO APPLY

Division of Child Support Personnel
509 South 6th Street
Springfield, IL 62701
(217) 557-3900
(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).



10/17/2019

Job Title: **Telecommunicator Specialist**
Agency: State Police
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP19-091**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of two-way radio and telephone. Requires ability to effectively and accurately communicate both verbally and in written form. Requires ability to maintain self-control under stressful conditions. Requires ability to properly arrange material for transmission and to determine priority of messages. Requires ability to establish and maintain satisfactory working relationships with other employees, officers, and the public. Must be able to work assigned shifts, weekends and holidays.

Agency Contact:

Illinois State Police
Terri Barnosky, Chief of Human Resources
801 S. 7th Street, Suite 701-A
Springfield, IL 62703
Terri.Barnosky@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).



10/17/2019

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP19-090**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 wpm. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekends, and holidays.

Agency Contact:

Illinois State Police
Terri Barnosky, Chief of Human Resources
801 S. 7th Street, Suite 701-A
Springfield, IL 62703
Terri.Barnosky@illinois.gov
217/782-3878

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).



10/17/2019

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: Depends on Qualifications
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. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient. 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. Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates or students.

WORK LOCATION/AGENCY CONTACT:

Cathy Beckway, HR Rep
IDOC Stateville Correctional Center
16830 S. Route 53
Crest Hill, IL 60403
(815) 727-3607

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10/17/2019

Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Requires two years college supplemented by two years experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data. Requires current certification in good standing as a Certified Tumor Register (CTR). Requires extensive knowledge of cancer registration principles, standards and methods. Requires ability to establish and maintain satisfactory public contacts and working relationships with cancer reporters, cancer registrar organizations, and staff in national standards setting organizations. Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registration. Requires ability to exercise initiative and resourcefulness in the development and completion of complex work projects. Requires the ability to understand and follow oral and written instructions. Requires the ability to complete continuing education requirements. Excellent computer skills and work experience in Microsoft Windows and Microsoft Office Suites is required. Requires the ability to travel.

Agency Contact:

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

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



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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