



11/21/2019

Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Wed. 12/04/19 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#: DOR 21272

Requires a Bachelor's degree or eight years supportive tax related experience. Requires ability to understand and follow oral and written instructions. Requires ability to profit from training received and become knowledgeable about the various tax laws and regulations enforced. Requires ability to develop and maintain satisfactory working relationships with the public and other employees. Requires ability to absorb and understand a variety of information regarding the development and utilization of tax analysis techniques.

**Agency Contact:**

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

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



11/21/2019

Job Title: **Revenue Tax Specialist I**  
Agency: Revenue  
Closing Date/Time: Wed. 12/04/19 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#: **DOR 21271**

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

**Agency Contact:**

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

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11/21/2019

Job Title: **Administrative Assistant I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/06/19 5:00 PM Central Time  
Salary: \$4,184.00 - \$6,218.00 monthly  
\$50,208.00 - \$74,616.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-72-114781**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

Agency Contact:  
Bureau of Employee Services  
**Ashley Moore**  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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11/21/2019

Job Title: Office Associate - Opt 2  
Agency: Juvenile Justice  
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IDJJ27-00-19-0007

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 elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 words per minute.

**AGENCY/LOCATION/CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

IDJJ/ FACILITY NAME IL Dept. of Juvenile Justice  
NAME/TITLE Melissa Stewart. HR Administrator  
ADDRESS 2715 W. Monroe  
CIT/STATE/ZIP Springfield, IL 62704  
PHONE 217/557-4021 desk, 217/557-1107 fax  
EMAIL [melissa.k.stewart@illinois.gov](mailto:melissa.k.stewart@illinois.gov)

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



11/21/2019

Job Title: **Public Service Administrator - Opt 8S**  
Agency: Human Services  
Closing Date/Time: Wed. 12/04/19 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **SV063**  
Bid ID#: **10-82/114098**

Requires Master's Degree in Social Work from a recongized college or university supplemented by four years professional social work experience in a Mental Health setting. Requires possession of an Illinois licensure as a Licensed Clinical Social Worker by the Department of Professional Regulation. Prefers QIDP (Qualified Intellectual Disability Professional) credential.

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

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11/21/2019

Job Title: **Forensic Science Administrator I**  
Agency: State Police  
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP19-35**

Requires education and experience equivalent to a Master's degree, preferably with coursework in one of the biological, natural, physical, or forensic sciences, or related disciplines. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

**AGENCY CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

Illinois State Police  
Terri Barnosky, Chief Human Resources  
801 S. 7th Street, Suite 700-A  
Springfield, IL 62703  
[ISP.JobPostings@illinois.gov](mailto:ISP.JobPostings@illinois.gov)

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



11/21/2019

Job Title: License Clerk- Harness  
Agency: Illinois Racing Board  
Closing Date/Time: Wed. 12/04/19 11:59 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IRB 21146

Requires knowledge, skill and mental development equivalent to the completion of high school, college degree preferred. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires familiarity with the administrative rules and statute. Requires proficiency in Microsoft Office Software and related internet programs. Requires ability to stand and walk for long periods of time and the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

**Agency Contact:**

Illinois Racing Board  
Director of Operations  
Jackie Clisham  
[Jackie.Clisham@Illinois.gov](mailto:Jackie.Clisham@Illinois.gov)

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



11/21/2019

Job Title: **Natural Resources Coordinator - Opt 1**  
Agency: Natural Resources  
Closing Date/Time: Thu. 12/05/19 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#: **12-45-5685**

Requires a Bachelor's degree in fisheries or in a related biological, life or natural science. Requires one year of directly related professional experience in fisheries resource management or completion of an agency approved training program. Requires skill in the operation and maintenance of specialized conservation equipment/instruments

Requires a Bachelor's degree in fisheries or in a related biological, life or natural science. Requires one year of directly related professional experience in fisheries resource management or completion of an agency approved training program. Requires skill in the operation and maintenance of specialized conservation equipment/instruments

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





11/21/2019

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1913085-132558**

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

**Agency Contact:**  
**Karen Wagner**  
**E-Mail: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov)**  
**1911 S. Indiana, 9th FL**  
**Chicago, IL 60616**  
**312-328-2461**

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



11/21/2019

Job Title: **Revenue Computer Audit Specialist**  
Agency: Revenue  
Closing Date/Time: Wed. 12/04/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program. Requires extensive knowledge in the use of computer assisted audit techniques and methodologies. Requires extensive knowledge in the areas of computer programming, hardware, software, communications and application of computer technology. Requires extensive knowledge of computer rationale and functions and computerized accounting systems. Requires extensive knowledge in the use of statistical sampling methodologies.

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



11/21/2019

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Public Health  
Closing Date/Time: Tue. 11/26/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-20-0114 - 0117**

Requires (a) graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, (b) a bachelor's degree in nursing and two years of professional nursing experience or, (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

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



11/21/2019

Job Title: **Technical Support & Transition Development Specialist**

Agency: Human Services

Closing Date/Time: Mon. 11/25/19 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **PSC 20-034**

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.

Submit CMS 100 (revised 7/2019) and Bid Form to:

Edima Essien  
BES/Division of Mental Health/Substance Use Prevention and Recovery  
100 S. Grand Ave. E. 3rd FL  
Springfield, IL 62762  
FAX: 217-524-3826

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



11/21/2019

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

Agency: Children & Family Services

Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1913085-132558**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education

**Agency Contact:**  
**Karen Wagner**  
**E-Mail: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov)**  
**1911 S. Indiana, 9th FL**  
**Chicago, IL 60616**  
**312-328-2461**

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11/21/2019

Job Title: **Public Service Administrator - Opt SS6**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1967021-674488**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires ability to speak and write Spanish at a colloquial skill level; requires a valid driver's license.

**SUBMIT BIDS TO:**

Samantha Haynes  
406 E. Monroe, Sta. 373  
Springfield, IL 62701  
217-558-7775  
Fax: 217-524-3970  
[samantha.j.haynes@illinois.gov](mailto:samantha.j.haynes@illinois.gov)

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



11/21/2019

Job Title: **Social Service Program Planner Iv**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 12/02/19 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#: **1967022-675182**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel, including evening and weekend travel.

**SUBMIT BIDS TO:**

Samantha Haynes  
406 E. Monroe, Sta. 373  
Springfield, IL 62701  
217-558-7775  
Fax: 217-524-3970  
[samantha.j.haynes@illinois.gov](mailto:samantha.j.haynes@illinois.gov)

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



11/21/2019

Job Title: **Educator - Opt C**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ-27-10-19-1959/0042**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBS I) endorsement in the appropriate content area in which the individual is approved to work.

**AGENCY/LOCATION/CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

Illinois Department of Juvenile Justice/Illinois Youth Center - St. Charles  
NAME/TITLE: Kathy Borkowski, HR  
ADDRESS: 3825 Campton Hills Road  
CITY/STATE/ZIP: St. Charles, IL 60175  
PHONE: 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).





11/21/2019

Job Title: **Human Rights Investigator Trainee - Continuous**  
Agency: Human Rights Department  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDHR49- Continuous**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

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

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11/21/2019

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.

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

Job Title: **Social Service Program Planner Iv - Opt SS**

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11/21/2019

Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Thu. 11/21/19 3:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **34-115-20-06**

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

- (i) The veteran must have served a total of at least 6 months
- (ii) The veteran served for the duration of hostilities regardless of the length of engagement.
  - i. The veteran was discharged on the basis of hardship.
  - ii. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions.

\* Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Apply To:  
IDVA  
Renee Dougherty  
Human Resources  
833 South Spring Street  
Springfield, IL 62704  
Phone: (217) 785-1788  
Fax: (217) 557-7235

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



11/21/2019

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Fri. 11/22/19 5:00 PM Central Time  
Salary: \$2,960.00 - \$4,065.00 monthly  
\$35,520.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-114476

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and performs routine maintenance. Requires ability to understand medical, technical and legal terminology. Requires the ability to keyboard accurately at 45 wpm.

**Agency Contact:**

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

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



11/21/2019

## **Second Chance Program**

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

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

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

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

### **How to apply**

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

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

### **Who can you call if you have questions?**

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

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