



12/7/2018

Job Title: **Administrative Assistant 2**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$32,086.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **263**

EXPERIENCE AND EDUCATION: A minimum of two years office experience performing secretarial and/or administrative assistant services to a manager with strong attention to detail or an Associate's degree in secretarial science or other related area. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

The successful candidate must possess knowledge of standard secretarial/administrative assistant techniques including office procedures, composition, records management, and office communications; ability to use office machines such as copier, fax machine, and postage machine; ability to organize work effectively and meet required deadlines and schedules; ability to make decisions on established policies/standards and detect deviations from established policies; working knowledge of specialized personal computer applications (*i.e.* Word, Access, and Excel); associates with employees and the public in a pleasant, courteous, and helpful manner; ability to listen and comprehend individuals who speak rapidly or people who do not speak explicitly; ability to communicate in a clear and friendly voice via the telephone; and responds to change productively.

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

8:30 a.m. - 5:00 p.m.
Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

Barbara Black
(217) 524-6429



12/7/2018

Job Title: **Physician**
Agency: Human Services
Closing Date/Time: Fri. 12/21/18 8:00 AM Central Time
Salary: \$54.32 - \$76.90 hourly
\$9,452.00 - \$13,381.00 monthly
\$113,424.00 - \$160,572.00 annually
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-67-106880R**

Requires an Illinois license to practice medicine. Requires working knowledge of the basic principles and practices of general medicine, including the diagnosis and treatment of diseases and injuries. Requires working knowledge of recent developments in the field of general medicine. Requires ability to medically treat illness and injury and perform routine medical diagnoses. Require the ability to evaluate the quality of medical care and treatment, and coordinate medical services with other professional disciplines and supportive personnel. Requires the ability to establish rapport with the patients. Requires ability to prepare detailed and accurate medical records and reports.

HOURS OF WORK

8:00 a.m. – 4:00 p.m. Monday - Friday

Other days/shifts as assigned or required including weekend/holiday shifts and on-call rotation

LOCATION

Wm. W. Fox Center
134 W. Main Street
Dwight, IL 60420
815-584-3347 phone
815-584-3723 fax



12/7/2018

Job Title: **Fire Certification Specialist II**
Agency: State Fire Marshal
Closing Date/Time: Thu. 12/20/18 4:00 PM Central Time
Salary: \$3,136.00 - \$6,412.00 monthly
Job Type: Intermittent
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **50-50-SFM18-039**

Under general supervision, audits practical (skill) objectives of certification programs for accuracy and appropriateness; conducts Course and Examination Equivalency Reviews of Office of the Illinois State Fire Marshal (OSFM) non-approved teaching entities; reviews examination site requests for approval and safety aspects of participating agencies; audits local fire jurisdictions' training records and reimbursement claims for compliance with OSFM rules and regulations; conducts visits to local fire departments to provide instruction and guidance in training records compliance and audit preparation; promotes the skills development and certification program offered by the Office of the State Fire Marshal to local governments and fire protection jurisdictions by explaining program purpose, benefits, administrative rules, policies and procedures; provides information on new program standards and revisions to existing ones; proctors state written examinations in accordance with OSFM protocol; responds to inquiries regarding the certification program; travels as necessary in the performance of duties; may provide guidance and training to lower level Fire Certification Specialists.

WORK LOCATION:

Office of the Illinois State Fire Marshal
Cook County (Home Based)

AGENCY CONTACT:

Robyn Gazdziak
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277
Springfield, IL 62794

PHONE: 217-557-6010 x4409



12/7/2018

Job Title: Office Associate - Opt 2
Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 12/19/18 11:59 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 19325

Requires knowledge, skill and mental development equivalent to completion of high school and two years 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; to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately.

Work Hours: 8:30am - 5:00pm

Work Location: DFPR/Financial Institutions/Consumer Credit

JRTC, 100 W. Randolph, Chicago

Cook County

Agency Contact: Human Resources

320 W Washington St 2nd floor

Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov

217-557-3022 Fax



12/7/2018

Job Title: **Health Information Administrator**
Agency: Human Services
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
\$45,504.00 - \$67,212.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-108933**

Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA). Requires one year of professional experience in a health information records facility; or requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT). Requires five years of progressively responsible experience as an RHIT in management of a medical records program.

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



12/7/2018

Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-108886**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

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



12/7/2018

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-108865**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

8:30 a.m.-5:00 p.m.
Lower North FCRC
2650 W. Fulton Street
Chicago, IL 60612

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

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



12/7/2018

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

Agency: Human Services

Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **8**

Plan/BU: **RC062**

Bid ID#: **10-91-108857-108864**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates with customers and other DHS staff in both verbal and written form.

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



12/7/2018

Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Wed. 12/19/18 4:00 PM Central Time
Salary: \$21.41 - \$30.12 hourly
\$1,611.69 - \$2,267.54 biweekly
\$3,492.00 - \$4,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-82/106902

Require's a valid Illinois drivers license. Requires knowledge, skill and mental development equivalent to the completion of high school.Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Must attend and pass all mandatory training.

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

Fax# 708-338-7078



12/7/2018

Job Title: **Stores Clerk**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 12/18/18 11:59 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IWCC-50-18-0019**

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.

Requires two years of supervisory experience.

Requires the ability to operate commonly used manual and automated office equipment.

Prefers experience working in a mail room, knowledge of USPS rules and regulations and mail room systems including folder/inserter, certified mail, postage and mail machines.

Requires ability to use a Personal Computer.

Requires ability to manipulate and move up to 25 pounds.

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).



12/7/2018

Job Title: **Accountant Advanced**
Agency: Employment Security
Closing Date/Time: Tue. 12/18/18 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **RCRA 12209**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in business administration and accounting; requires two years of professional experience in accounting, external auditing, budgetary planning and control, or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedure; knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires ability to prepare comprehensive accounting reports; determine violations and noncompliance with the law and to detect and explain significant irregularities; evaluate more difficult accounting problems and to analyze and interpret more complex accounting records; to establish and maintain satisfactory working relationships. Requires ability to use a PC with related software packages (database management, spreadsheets, word processing, electronic mail, etc).

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

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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



12/7/2018

Job Title: **Administrative Assistant I - Opt SS**
Agency: Employment Security
Closing Date/Time: Tue. 12/18/18 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **RCRA 12210**

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 prepare written and oral reports; to establish and maintain effective working relationships with agency personnel. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet. Requires ability to speak and write Spanish at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking individuals.

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).



12/7/2018

Job Title: **Public Service Administrator - Option 6**
Agency: Human Services
Closing Date/Time: Tue. 12/18/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-108887**

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

Bidding Contact

DHS, Bureau of Employee Services
Attn: Katlyn Halstead
100 S Grand Ave E, 3rd Floor
Springfield, IL 62762
Fax: (217) 524-3385



12/7/2018

Job Title: **Human Resources Associate - Opt 2**
Agency: Central Management Services
Closing Date/Time: Tue. 12/18/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CMS 19422**

Requires knowledge skill and mental development equivalent to completion of two years of college, or satisfactory completion of an approved training program. Requires working knowledge of human resource programs, rules and regulations. Requires the ability to establish and develop written instructions and procedures. Requires the ability to type accurately at 30 words per minute. Effective customer service skills, the ability to work with the public as well as other state personnel, and the ability to manage difficult situations involving the public is preferred.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax



12/7/2018

Job Title: **Fire Certification Specialist II**
Agency: State Fire Marshal
Closing Date/Time: Tue. 12/18/18 4:00 PM Central Time
Salary: \$3,136.00 - \$6,412.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **50-50-SFM18-035**

Under general supervision, audits practical (skill) objectives of certification programs for accuracy and appropriateness; conducts Course and Examination Equivalency Reviews of Office of the Illinois State Fire Marshall (OSFM) non-approved teaching entities; reviews examination site requests for approval and safety aspects of participating agencies; audits local fire jurisdictions' training records and reimbursement claims for compliance with OSFM rules and regulations; conducts visits to local fire departments to provide instruction and guidance in training records compliance and audit preparation; promotes the skills development and certification program offered by the Office of the State Fire Marshal to local governments and fire protection jurisdictions by explaining program purpose, benefits, administrative rules, policies and procedures; provides information on new program standards and revisions to existing ones; proctors state written examinations in accordance with OSFM protocol; responds to inquiries regarding the certification program; travels as necessary in the performance of duties; may provide guidance and training to lower level Fire Certification Specialists.

AGENCY CONTACT:
Robyn Gazdziak
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277
Springfield, IL 62794

PHONE: 217-557-6010 x4409



12/7/2018

Job Title: **Forensic Science Administrator I**
Agency: State Police
Closing Date/Time: Tue. 12/18/18 4:00 PM Central Time
Salary: \$6,408.00 - \$9,467.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP18-197**

Requires a Bachelor's degree in a natural or forensic science, preferably supplemented by a Master's degree 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:
Robyn Gazdziak
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4409



12/7/2018

Job Title: **Truck Weighing Inspector**
Agency: State Police
Closing Date/Time: Tue. 12/18/18 4:00 PM Central Time
Salary: \$3,492.00 - \$4,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP18-136**

Under general supervision, operates a variety of equipment utilized in determining the gross axle, bridge, and registered weights of commercial motor vehicles (CMVs) operating on Illinois highways. Checks Illinois Department of Transportation (IDOT) special permits for compliance. Appears in court as a witness, when summoned, to testify on behalf of the State of Illinois. Maintains all equipment and physical facilities of the scale and surrounding area. Assists staff of other local, county, state, and federal agencies in the performance of their functions.

Agency Contact:
Robyn Gazdziak
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4409



12/7/2018

Job Title: **Environmental Protection Specialist I**
Agency: Environmental Protection Agency
Closing Date/Time: Mon. 12/17/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-0135**

Under direct supervision of the Office of Emergency Response (OER) Engineering, Operations & Assessment Manager in the Associate Director's Office, participates with higher level field staff in performing routine scientific field investigations primarily for the Northern Region of the State. Assists in field inspections, sampling and documentation related to environmental emergency incidents (large/small scale), analyzes, classifies incidents, notifies regional personnel (intra) and local (inter) Officials. Meets safety standards to comply with OSHA 29 CFR 1910.120. Assists in duties as an Environmental Emergency Responder for emergency incidents. Functions as staff consultant for routine and scientific OER activities including; explaining/interpreting Agency policy and procedures, maintenance of OER equipment and preparation of routine scientific data to be used in enforcement cases; Participates in training exercises and professional development classes; travels in performance of duties.

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

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



12/7/2018

Job Title: **Research Analyst for InfoNet - Contract Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Sun. 12/16/18 5:00 PM Central Time
Salary: \$50,000.00 - \$60,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-13-2018**

Requires a Master's Degree in information technology, criminal justice, sociology, public administration, political science, or related field. Requires at least two years of professional experience planning, designing, or supporting information technology or large, complex data projects. At least two years of experience assisting with or conducting research projects analyzing quantitative and qualitative data, and summarizing findings. Experience may include research assistantships or internships. Prior experience conducting research related to victims, victim services, or related fields of victimology. Requires the ability to utilize Microsoft Office software, including Word, Excel, and Access, including designing Access queries. Individuals with experience working with large data sets and conducting quantitative analyses are encouraged to apply. Ability to critically analyze, interpret, and effectively summarize data and research findings; identify research methods that measure key constructs and program activities; analyze quantitative and qualitative data using statistical software such as SPSS, Access or R when appropriate; and communicate technical data findings in a manner that is accessible to lay persons. Position requires occasional overnight travel and a valid driver's license.

Please apply by emailing a cover letter and resume to:

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



12/7/2018

Job Title: **Health Services Investigator I, Option A**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 12/14/18 11:59 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **19322**

Under general supervision, functions as a professional investigator conducting sensitive and/or controversial, overt and covert investigations/inspections of medical practitioners including, but not necessarily limited to, physicians, chiropractors, physician's assistants, etc. Reviews and analyzes complaints received; interviews complainants, accused practitioners and witnesses to corroborate information regarding alleged violations. Works cooperatively with other investigators and local, state and federal law enforcement officials on criminal cases. Travels to facilities to collect evidentiary materials and attend meetings.

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

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax