



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \*  
Riverside \* North Riverside \*  
Brookfield \* Berwyn \* Proviso  
Township \* Forest Park \* La Grange  
\* LaGrange Park \* Western Springs

1/08/2018



Job Title: **Activity Therapist (UPWARD MOBILITY TARGET TITLE)**  
Agency: Human Services  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$3,957.00 - \$5,854.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-81-104143**

Under general direction of the Activity Therapy Supervisor, for the Forensic Treatment Program, on an assigned shift of a multi shift operation, performs professional activity therapy duties involving the therapeutic use of activities individually or in group settings; functions as a member of an interdisciplinary team.

Contact:  
Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095  
Fax: 847-429-4933

1/08/2018



Job Title: Office Coordinator - Opt 2  
Agency: State Police  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-66-ISP18-005

Under general direction, performs technical secretarial and office support functions which are coordinative in nature and involve a combination of high-level clerical and low-level professional work. Maintains electronic bookkeeping and financial ledgers for several cost centers; types vouchers

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/08/2018



Job Title: **Administrative Assistant II - Opt F1**  
Agency: State Police  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **21-50-ISP18-004**

Under administrative direction, serves as staff assistant to the Deputy Director of the Division of Internal Investigation, independently performing varied highly responsible administrative and fiscal duties for the Deputy Director's Office, some sensitive and highly confidential, assisting in the operation of all entities in the Division of Internal Investigation to include Northern and Southern commands

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/08/2018



Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**

Agency: Corrections

Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Henry County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC006**

Bid ID#: **IDOC29-67-18-0278**

Under direct supervision of the Corrections Food Service Supervisor III, monitors offenders in the preparation and serving of food; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

**Contact:**

Shannon McDermott HRR  
2021 Kentville Rd.  
Kewanee, IL 61443  
Phone: 309-852-4601 ext. 1013  
Fax: 309-852-4617

1/08/2018



Job Title: **Executive II - Opt P1**  
Agency: Emergency Management Agency  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **50-17-IEMA18-001**

Under the general direction of the Manager, Mitigation and Infrastructure (M&I) Section, administers the statewide hazard mitigation programs. Provides assistance to State and local government organizations regarding hazard mitigation and related infrastructure recovery activities including but not limited to: planning, reviewing

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/08/2018



Job Title: **Deputy Clerk 3 - Supreme**  
Agency: Illinois Courts/Supreme Court  
Salary: \$34,911.00 / Year  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **221**

The Clerk of the Illinois Supreme Court seeks a highly responsible individual for the Springfield office. This position requires a highly motivated, detail oriented and dedicated individual with excellent word processing skills, including typing (min. 55 wpm) and transcription; strong customer service orientation; ability to meet deadlines; handle interruptions, confidential information and maintain critical record systems.

Supreme Court Clerk's Office  
200 East Capitol Avenue  
Springfield, Illinois 62701

Melissa Roth (217) 782-2035

1/08/2018



Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Mon. 01/22/18 4:30 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Morgan County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-45-8-104191**

Under administrative direction, serves as professional staff assistant, performing a variety of controversial and sensitive staff assignments relative to the overall operation of the Illinois School for the Visually Impaired (ISVI). Assists in the periodic review of office policies and methods of operations of the ISVI. Performs administrative functions for the ISVI Superintendent.

**Agency Contact**

Deborah Morris,  
Personnel  
217-479-4406  
Fax: 217-479-4432  
Email: [deborah.e.morris@illinois.gov](mailto:deborah.e.morris@illinois.gov)



1/08/2018



Job Title: **Public Service Administrator - Opt 8N**  
Agency: Human Services  
Closing Date/Time: Mon. 01/22/18 4:30 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-77-690-00-88-104134-4425**

Under direction of the Director of Nursing of the Alton Mental Health Center , manages the Health Services & Admissions Unit; directs staff in the development & implementation of the Program for all staff, patients and employees at the hospital which includes medical appointments for patients, employee physicals, nursing education and admissions of new patients.

Alton Mental Health Center  
Attn: Elton Arrindell  
4500 College Avenue  
Alton, IL 62002  
Fax: 618-474-5538

1/08/2018



Job Title: **Revenue Tax Specialist III**  
Agency: Revenue  
Closing Date/Time: Mon. 01/22/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17309**

Under general direction, provides advanced technical and consultative services to Returns and Deposit Operations Bureau staff, Information Technology Program staff, taxpayers, their representatives and others; provides responses to highly technical, complex issues or legal questions to management staff, supervisors, Information Technology Program personnel and the public

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239  
217-782-9925 Fax

1/08/2018



Job Title: **Revenue Audit Supervisor**  
Agency: Revenue  
Closing Date/Time: Mon. 01/22/18 5:00 PM Central Time  
Salary: \$6,547.00 - \$10,163.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17002**

Under general direction, plans, directs and supervises a staff of Auditors in conducting field audits of Illinois and out-of-state taxpayers subject to one or more taxes administered by the Department of Revenue; serves as a working supervisor; makes case assignments; contacts high level officials of major companies prior to audit

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-9925 Fax

1/08/2018



Job Title: **Shift Supervisor**  
Agency: Corrections  
Closing Date/Time: Wed. 01/17/18 4:00 PM Central Time  
Salary: \$6,698.00 - \$9,984.00 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **IDOC 29-85-18-0110**

Under direction of the Assistant Warden of Operations, Sr. Public Service Administrator, supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies

LOCATION: IDOC/PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764.  
AGENCY CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER,  
700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 x 2407. FAX: 815/842-9079.

1/08/2018



Job Title: **Dietary Manager II**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time  
Salary: \$4,571.00 - \$6,878.00 monthly  
Job Type: Full-Time  
Location: Randolph County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-78-100201**

**Under administrative direction, serves as Manager of a comprehensive food services program involving planning and directing all phases of food service responsibility; supervises the planning of modified diets to conform to diet prescriptions and supervises in preparing and serving general and special diets and performing other food service functions.**

Location: Dietary  
Chester Mental Health Center  
1315 Lehman Drive  
Chester, IL 62233

Agency Contact: Nicole Wolff / Rhonda Dunning, Human Resources  
Phone: (618) 826-4571 ext. 331  
Fax: (618)826-3398

1/08/2018



Job Title: **Disability Claims Adjudicator II**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **BDDS104088**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:  
Mindi Tuxhorn  
100 North 1st Street, Springfield, Illinois 62702  
Fax: (217) 558-5076

1/08/2018



Job Title: **Disability Claims Adjudicator II**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **BDDS104090**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:  
Mindi Tuxhorn  
100 North 1st Street, Springfield, Illinois 62702  
Fax: (217) 558-5076

1/08/2018



Job Title: **Disability Claims Adjudicator II**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **BDDS104093**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:  
Mindi Tuxhorn  
100 North 1st Street, Springfield, Illinois 62702  
Fax: (217) 558-5076



1/08/2018



Job Title: **Information Services Specialist I - Opt C (Upward Mobility Target Title)**

Agency: Central Management Services

Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **CMS 17274**

Under immediate supervision, functions as a member of the Procurement Call Center providing Tier 1 support for all procurement systems, including but not limited to the Illinois Governmental Purchasing System (IGPS), Remedy - Procurement Business Case (PBC), Illinois Procurement Bulletin (IPB), Management, Strategic Sourcing Project and any new applications that are implemented.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

1/08/2018



Job Title: **Information Systems Analyst I - Opt S**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$5,146.00 - \$7,849.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **DoIT 17276**

Under general direction, performs difficult and specialized professional and advisory functions in the Midrange Wintel Systems Administration & Support Unit for non-routine work applying to the research, planning, administration and implementation of customer system accounts for appropriate security permissions and access to systems, applications, folders, and files. Maintains and manages infrastructure supporting the enterprise network printer environment.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-557-3337  
217-524-6629 Fax

1/08/2018



Job Title: Office Assistant - Opt 2  
Agency: Central Management Services  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: CMS 16865

Under general direction of the Automotive Shop Supervisor, performs a variety of difficult clerical work at the Springfield Central Garage; prepares daily and monthly reports regarding stocking levels, costs, repairs, purchases, ect.; maintains files; opens and distributes mail; prepares correspondence; maintains time records on all employees in the office and prepares related reports; assists in taking inventory of parts and stock levels

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

1/08/2018



Job Title: **Human Services Casework Manager**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Winnebago County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-92-104199**

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS.

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

1/08/2018



Job Title: **Human Services Casework Manager**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Winnebago County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-92-104199**

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS.

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

1/08/2018



Job Title: **Information Systems Analyst I - Opt S**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$5,146.00 - \$7,849.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **DoIT 17276**

Under general direction, performs difficult and specialized professional and advisory functions in the Midrange Wintel Systems Administration & Support Unit for non-routine work applying to the research, planning, administration and implementation of customer system accounts for appropriate security permissions and access to systems, applications, folders, and files.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-557-3337  
217-524-6629 Fax

1/08/2018



JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

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## **CMS EMPLOYMENT**

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>





## What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### How to apply

Jobseekers need to actively participate in one of the 13 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 servicer and rail car servicer Second Chance positions.

## [Click Here For the 13 Designated Agencies](#)

### What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center
  -



**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
  - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
  - Completion of all hiring documentation and application inserts
    - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

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- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**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.