



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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

1/13/2018



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.

1/13/2018



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

1/13/2018



Job Title: **Insurance Company Financial Examiner Trainee**
Agency: Insurance
Salary: \$3,498.00 - \$3,498.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **DOI 13584**

Under the immediate supervision of an examiner-in-charge, for a period not to exceed twelve months, receives training and is assigned various tasks of increasing difficulty to develop knowledge, understanding and practical skills requisite for examining the financial records of life, accident and health insurance companies, property and casualty insurance companies and other types of insurance entities

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

1/13/2018



Job Title: **Insurance Company Field Staff Examiner**
Agency: Insurance
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **DOI 16353**

Under direct supervision of an examiner-in-charge, performs a variety of tasks in examining the financial and non-financial records of life, accident and health insurance companies; determines compliance by applications of the Illinois Insurance Code, rules and regulations and accepted insurance accounting practices

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

1/13/2018



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1037**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
Phone: (815)727-3607 extension 6693
Fax: (815)727-0838
E-mail: julie.cahill@doc.illinois.gov

1/13/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Children & Family Services
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **155006**

Under administrative direction, serves as Chief of Nursing Services for the Department; provides consultation and coordination of nursing programs and procedures; coordinates nursing activities with the regional Clinical Services Manager; collaborates with the Medical Director in the development of medically related policy and procedures; remains available 24 hrs/day, 7 days/week to respond to consultations regarding medically complex children; serves as full line supervisor.

Agency Contact:

Frances Cunningham
Clinical Practice & Professional Development
JRTC, 100 W Randolph 6-100
Chicago, IL 60601
Phone: 312-814-5987
Fax: 312-814-5986
Email: frances.cunningham@illinois.gov

1/13/2018



Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

1/13/2018



Job Title: **Insurance Performance Examiner Trainee**
Agency: Insurance
Salary: \$2,464.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **4**
Plan/BU: **MS-09**
Bid ID#: **DOI 16645**

Under immediate supervision, participates in an agency sponsored training program, for a period of up to twelve months, receiving instruction designed to develop and build knowledge and practical skills in gathering and analyzing information related to insurance company examinations

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

1/13/2018



Job Title: **Investigative Assistant**
Agency: Executive Inspector General *
Salary: \$2,500.00 - \$2,917.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **01-200**

POSITION SUMMARY: Under the direct supervision of the Deputy Inspector General and Chief and Supervising Investigator, serves as an investigative assistant. The incumbent is responsible for a variety of highly professional, administrative, and confidential duties including assisting attorneys and investigators; maintains confidentiality of investigations in the office; serves as a back up to office Administrative Assistant as needed. This position involves working with information of an extremely sensitive and confidential nature.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
Division of Human Resources
69 W. Washington
Chicago, IL 60602
312-814-1789

1/13/2018



Job Title: **Employment Security Program Representative - Opt SS (Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Continuous

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#: **RCRA 12019**

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors

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).

1/13/2018



Job Title: **Guard II**
Agency: State Police
Closing Date/Time: Fri. 01/12/18 4:00 PM Central Time
Salary: \$3,025.00 - \$4,137.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP17-222**

Under general supervision, on an assigned shift, patrols and controls access to state buildings and grounds. Conducts regular inspections of buildings to detect breaches in security or unsafe conditions. Confers with supervisor or other security personnel regularly to evaluate security measures and restore facility security.

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

1/13/2018



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Number of Vacancies: **1**
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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.

1/13/2018



Job Title: **Dietary Manager II**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time
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Job Type: Full-Time
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Plan/BU: **RC062**
Bid ID#: **10-78-100201**

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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

1/13/2018



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

1/13/2018



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 EMAIL JOB LEADS TO
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 EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

1/13/2018



- 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.