



**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

02/09/2018



Job Title: **Employment Security Tax Auditor I**  
Agency: Employment Security  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Testing Purposes Only**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting, prefers coursework in fundamental and advanced accounting and auditing. Requires one year of professional experience in accounting, external auditing or public accounting **OR** completion of an approved training program such as the **AFACT**. Requires working knowledge of: accounting and auditing theories, methods and 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).

02/09/2018



Job Title: **Accounting & Fiscal Administration Career Trainee  
(Upward Mobility Target Title)**

Agency: Employment Security

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **0**

Plan/BU: **RC062**

Bid ID#: **Testing Purposes Only**

Under immediate supervision, for a period of time not to exceed twelve months, participates in an IDES sponsored training program to develop knowledge, skill and expertise in the auditing of employer accounts; receives training and guidance in the review and analysis of employer accounts; receives and completes assignments of limited scope; provides procedural advice on the requirements and provision of the Illinois Unemployment Insurance (UI) Act, for an assigned geographical area.

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).

02/09/2018



Job Title: **Registered Nurse II**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **RC023**  
Bid ID#: **10-72-38132**

Requires (a) graduation from an approved nursing education program resulting in an Associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or (b) a bachelor's degree in nursing and one year 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:**

Ludeman Center  
Human Resources Office  
114 N. Orchard Drive  
Park Forest, IL 60466  
708-283-3015

02/09/2018



Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Human Services  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-81-101709**

**Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry.** Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

**CONTACT INFORMATION:**

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



02/09/2018



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**

Requires a master's degree in nursing or a related human services degree and five years progressively responsible experience in public or private child welfare supervision and/or administration; requires extensive knowledge of health services and familiarity with the diagnosis and treatment of child abuse and neglect, substance use/abuse, AIDS, and children with medically complex conditions; requires licensure as a professional nurse in Illinois; requires travel.

**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](mailto:frances.cunningham@illinois.gov)

02/09/2018



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**

Requires a bachelors degree with 21 semester hours of accounting with additional coursework preferably in computer science, economics, management, finance or other related subjects; requires one year of professional insurance accounting experience in the financial examination of insurance companies, or completion of an approved training program

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

02/09/2018



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**

Requires a bachelor's degree with 21 semester hours of coursework in accounting with additional coursework preferably in computer science, economics, management, finance, auditing or other related subjects. Requires elementary knowledge of insurance accounting or accounting and ability to apply and demonstrate examination auditing theory, methods, standards and procedures; business administration practices as related to insurance companies; basic knowledge of spreadsheets and word processing applications.

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



02/09/2018



Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 02/22/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1813008-139847**

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions.

Contact:  
Karen Wagner  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Fax: 312-328-2321  
Email: [Karen.A.Wagner@illinois.gov](mailto:Karen.A.Wagner@illinois.gov)

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>

02/09/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 02/22/18 5:00 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: **RC063**  
Bid ID#: **10-83-104459**

Serves as a treatment team member, formulates goals and objectives for the comprehensive treatment plans. Provides and documents treatment for individuals assigned to them in the clinical record, participates in treatment team meetings; recommends and initiates treatment modifications based upon consumer preference and need. Completes psychosocial assessments, conducts individual discharge planning and counseling for assigned individuals. Conducts group sessions on topics related to self esteem, anger management, appropriate self expression , among others. Works with the individual and unit on promoting recovery and safety goals.

McFarland Mental Health Center, 901 Southwind Road, Springfield, IL. 62703  
Cynthia Newman  
Human Resource Representative  
Phone: (217)786-6964  
Fax: (217)786-7164

02/09/2018



Job Title: **Corrections Law Library Assistant**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$3,803.00 - \$5,580.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0718**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework. Requires working knowledge of precedent cases, search procedures, writing style format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary and word usage. Requires analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/09/2018



Job Title: **Business Administrative Specialist**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$4,141.00 - \$6,184.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0019**

Under direction of the Business Administrator (Public Service Administrator), coordinates the operation of the Business Office engaged in vouchering, fiscal and procurement functions while serving as a designated lead-worker; gathers data and participates in the preparation of the facility's budget; serves as the institution's procurement officer; monitors contractual review and administration process.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/09/2018



Job Title: **Sex Offender Therapist II**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$4,821.00 - \$7,304.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0398**

Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, requires five years of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of theories and assumptions underlying the field of sex offender treatment and evaluation. Requires Requires extensive knowledge of assessment instrument and measurement techniques.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218



02/09/2018



Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **34-115-18-09**

Acts as Service Officer for the Illinois Department of Veterans' Affairs, Field Services. This position will be responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois. Serves as liaison with various county, state, and federal agencies and private sector benefit providers, in establishing veterans' benefit entitlements. Responsible for recording information and maintaining individual files regarding all military, medical and service-connected personnel history for claimants. Assists in interpreting laws and changes to existing laws.

Contact:  
Renee Dougherty  
833 South Spring Street  
Springfield, IL 62704  
Phone: (217) 785-1788  
Fax: (217) 557-7235

02/09/2018



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

Agency: Corrections

Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time

Salary: \$3,934.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Jefferson County, Illinois

Number of Vacancies: **3**

Plan/BU: **RC006**

Bid ID#: **IDOC-29-58-18-0388**

Under Direct Supervision of Food Service Supervisor III, prepares and serves meals on an assigned shift for adult Offenders; instructs and supervises inmates assigned; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/09/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 02/23/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1815006-151543**

MSW and three years administrative child welfare experience or MA in an acceptable human services field and four years administrative child welfare experience; preferably requires certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists; requires travel.

**Name:** Frances Cunningham **Phone:** (312) 814-5987 **Fax:** (312) 814-5986  
**E-mail:** [Frances.cunningham@illinois.gov](mailto:Frances.cunningham@illinois.gov)  
**Mailing Address:** 100 W. Randolph, Chicago, IL 60601

02/09/2018



Job Title: **Maintenance Equipment Operator**  
Agency: Human Services  
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time  
Salary: \$4,583.00 - \$6,110.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **HR001**  
Bid ID#: **10-72-104496**

Under direct supervision, operates automotive equipment including vans, trucks, tractors and snow removal equipment. Transports individuals to and from a variety of scheduled appointments. Schedules and maintains vehicles in good working condition. Engages in minor maintenance of equipment and minor repair of physical plant. Responds to special pick-up and delivery requests.

AGENCY CONTACT:  
Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Park forest, IL 60466  
708-283-3015 (Office)  
708-283-3017 (Fax)

02/09/2018



Job Title: **Revenue Computer Audit Specialist**  
Agency: Revenue  
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time  
Salary: \$5,770.00 - \$8,873.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 16969**

Under administrative direction, provides extensive technical assistance to state-wide and out-of-state Audit Bureau Staff; provides direction and guidance regarding specific situations involving computer assisted audit (CAA) methods and statistical sampling; prepares procedure manuals and other research materials relating to computer assisted audit methods and statistical sampling; develops, coordinates and participates as an instructor in formal classroom training classes and seminars involving CAA methods and statistical sampling; assists lead auditors in conducting highly complex tax audits involving computerized systems using special audit software

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-8957 Fax



02/09/2018



Job Title: **Human Resources Representative**  
Agency: Human Services  
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
\$49,908.00 - \$74,616.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-11-104471**

Under direction, preforms professional human resources assignments in the Technician Selection Program (TSP), Bureau of Recruitment and Selection, Office of Human Resources, DHS. Administers segments of the Technician Selection examination at remote locations; scores and ranks applicants. Organizes activities and travel to remote testing sites.

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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

02/09/2018



Job Title: **Financial Institutions Examiner Trainee (Upward Mobility Target Title)**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 02/21/18 11:59 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **3**

Plan/BU: **RC062**

Bid ID#: **17546**

Under direct supervision, for a period of six to twelve months, travels to various sites and receives training and completes job assignments to acquire knowledge and skills requisite for examining books, documents and any other records relative to the Illinois Credit Union Act and to acquire the ability to evaluate the safety and soundness of credit union operations. Evaluates data and financial statements to determine appropriateness of controls, policies and procedures for programs and services. Completes writing assignments, indicating examination findings with the credit union.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

02/09/2018



Job Title: **Public Service Administrator - Opt 2B**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 03/02/18 11:59 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **17510**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

02/09/2018



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



## **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.**





## 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
  -

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



**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.

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02/09/2018



- 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.