



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**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

02/15/2017



Job Title: **Accountant Supervisor**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 02/15/17 5:00 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#: **MP2002**

Under direction, plans, manages and evaluates the statewide Provider Assessment Accounts Maintenance Program (PAAMP); assists data management in the design of computer reports; directs the development of audit trails for the PAAMP; directs the completion of adjustment transactions resulting from provider appeals and waiver requests; the program manager in developing the program's administrative rules and procedures; services as working supervisor.

Agency Contact:
Jason Ground
Bureau of Medical Administrative Support
201 South Grand Avenue East, 3rd Floor
Springfield, IL 62763

Work Telephone # (217) 524-7318
Fax # (217) 557-2565

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02/15/2017



Job Title: **Accountant Supervisor**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/17/17 5:00 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#: **BC0348**

Under direction, independently surveys users for problems in the Third Party Liability (TPL) Accounts Receivable system functions; evaluates the need for changes or corrections; conducts studies for the TPL Accounts Receivable system to convert remaining manual activities to electronic data processing applications; identifies the existence of various exception conditions on accounts under review for resolution of account problems; conducts quality control activities on work performed; develops new procedures; identifies and addresses training needs; provides policy and procedural clarifications; resolves problems; serves as working supervisor.

Contact Person:
Rebecca Cooper
Bureau of Collections
201 South Grand Avenue East
Springfield, Illinois 62704

217-782-1348 Office
217-557-4302 Fax

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02/15/2017



Job Title: **Activity Program Aide II**
Agency: Veterans Affairs
Closing Date/Time: Fri. 02/17/17 4:00 PM Central Time
Salary: \$2,719.00 - \$3,779.00 monthly
Job Type: Part-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-123-17-52**

Plans, leads, guides or instructs members in activities. Interacts with members who are primarily geriatric persons in a nursing home setting for the purpose of assisting with their needs. Plans and supervises special group activities, parties and special events, encouraging interest and participation. Conducts 1:1 programming for individual benefit. Observes behavior, reactions and progress of individuals and informs supervisor of significant changes. Escorts members to and from activity areas observing safety precautions and assumes responsibility for personal needs and control of members while in the activity area.

Contact:
IL Veterans' Home
1015 O'Connor Avenue
LaSalle, Illinois 61301
Human Resources
Phone: (815) 223-0303 ext 203
Fax: (815) 223-5815

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02/15/2017



Job Title: **Actuary I**
Agency: Insurance
Closing Date/Time: Thu. 02/16/17 5:00 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#: **DOI 13740**

Under administrative direction, reviews financial transactions and makes recommendations to superior. Participates in National Association of Insurance Commissioners (NAIC) conference calls pertaining to reserves and Risk Based Capital (RBC). Assists actuarial examiners in determining proper application of Illinois reserve laws and regulations to policies and contracts with nonstandard benefits or premiums. Reviews actuarial opinions and Regulatory Asset Adequacy Issues Summary (RAAIS)'s for regulatory compliance. Collaborates in the development of computer applications for the Life Actuarial Section and the Property Casualty Actuarial Section to help with analysis and review of insurance data. Drafts Administrative Rules and Statutes of an actuarial nature.

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

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02/15/2017



Job Title: **Administrative Assistant 3**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$34,911.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **179**

The Administrative Assistant 3 position performs a variety of secretarial and office management duties for the Probation Services Division. Initiative and independent judgment are exercised within a broad frame work of existing policies. Work is evaluated by the immediate supervisor through conferences, personal observations, and review of completed projects.

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

Barbara Black
(217) 524-6429

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02/15/2017



Job Title: **Administrative Assistant I - Opt F1**
Agency: State Police
Closing Date/Time: Tue. 02/28/17 4:00 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: **RC028**
Bid ID#: **21-15-ISP17-024**

Under general direction, serves as staff assistant to the Training Bureau Chief in the overall planning, implementation, and evaluation of law enforcement training programs administered by the ISP Academy. Prepares correspondence for the Academy Commander's signature, some of which is confidential in nature. Serves as personnel liaison for the Training Bureau. Participates in the budget process for the Bureau in order to formulate recommendations to improve program operations.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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02/15/2017



Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Thu. 02/16/17 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: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-41-99614**

Under administrative direction of the Manager, performs duties of a highly responsible administrative nature. Organizes plans, executes and evaluates the daily operations, activities and workflow of the IPU areas. Performs a variety of staff functions; assists in the management control of IPU; conducts special reviews and evaluation projects for the IPU Manager; assures the development of needed information for management decisions. Performs a combination of high level clerical and low level professional duties. Inputs information into and assists in the maintenance of databases in Excel, Access or similar software.

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

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02/15/2017



Job Title: **Administrative Assistant II - Opt H6**
Agency: Aging
Closing Date/Time: Fri. 02/17/17 11:59 PM Central Time
Salary: \$3,341.00 - \$6,853.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **AGE-17-02**

Under the direct supervision and general direction of the Department's Director, functions as Confidential Staff Assistant to the Office of the Director. Performs a variety of highly responsible staff functions, many of which are of a sensitive, confidential, controversial, or legal nature. Responsible for the overall administrative management of the Office of the Director.

Contact:
Illinois Department on Aging
Office of Human Resources
One Natural Resources Way
Springfield, IL 62702

FAX: 217-557-4918

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02/15/2017



Job Title: **Administrative Assistant II - Opt N1**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 02/22/17 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IG0695**

Under administrative direction, functions as staff assistant to the Deputy Inspector General for Operations; conducts controversial, and/or sensitive investigations regarding grievance actions and disciplinary proceedings for the Deputy Inspector General for Operations; serves as liaison, representing the Deputy Inspector General in meetings and in working with agency staff and the public; monitors and coordinates staff training and new equipment orders for the office; travels statewide to attend meetings.

Contact Person:
Lori Kinsella
Office of Inspector General/Personnel
2200 Churchill Road, Building 1A
Springfield, Illinois 62702

217-524-5104 Office
217-782-7969 Fax

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02/15/2017



Job Title: **Automotive Shop Supervisor**
Agency: Central Management Services
Closing Date/Time: Wed. 02/15/17 5:00 PM Central Time
Salary: \$4,840.00 - \$6,487.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **CMS 13728**

Under direction of the Northern Regional Manager, manages, instructs and directs subordinates in the repair and reconditioning of automobiles, trucks, and other equipment and machinery commonly used on highway construction and maintenance activities; travels to various facilities to inspect work during repair and/or reconditioning processes and upon completion. Supervises staff. Maintains a perpetual inventory of all stock, tools, and other equipment.

Agency Contact:

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

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02/15/2017



Job Title: **Boiler Safety Audit Specialist**
Agency: State Fire Marshal
Closing Date/Time: Thu. 02/23/17 4:00 PM Central Time
Salary: \$8,673.00 / Month
Job Type: Full-Time
Location: Grundy County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC008**
Bid ID#: **50-50-SFM17-003**

Under general direction, performs technical duties of an inspectional and consultative nature in the administration of the Illinois Boiler and Pressure Vessel Safety Act.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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02/15/2017



Job Title: Child Protection Specialist - Opt SS
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 4
Plan/BU: RC062
Bid ID#: Cook Inv. 2016 (Bilingual)

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services

Contact:

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2th Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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02/15/2017



Job Title: **Child Support Specialist II**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 02/16/17 11:59 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#: **CS3493**

Under general direction, serves as a lead worker to team members performing individual Child Support Specialist 1 work functions. Independently performs complex accounting and auditing work for the more complex child support accounts

Agency Contact:

Eve Blackwell-Lewis
509 S. 6th Street
Springfield, IL 62701

Phone: (217) 557-3900
Fax: (217) 524-3960

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02/15/2017



Job Title: **Child Welfare Senior Specialist**
Agency: Children & Family Services
Closing Date/Time: Tue. 02/14/17 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1750005-509820**

Under direction of the Dually Involved Services Administrator, performs experienced professional child welfare services through the monitoring of cases involving children and youth who are both delinquent and victims of abuse and neglect

Contact:

Name: April Coats
Phone: (217) 557-7430
Fax: (217) 785-0395
E-mail: April.Coats@illinois.gov

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02/15/2017



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Wed. 02/22/17 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1738005-388009**

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families

Contact Person: Brenda Hart
DCFS Southern Region Personnel Liaison
10 Collinsville Ave, Room 301
East St. Louis, IL 62201
Phone: 618-583-2135
Fax: 618-583-2059
Email: Brenda.Hart@Illinois.gov

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02/15/2017



Job Title: Child Welfare Specialist (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Wed. 02/22/17 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#: 1750006-502521

Under general supervision of the Administrator of the Office of Housing and Cash Assistance, performs experienced professional child welfare services related to the Norman Emergency Cash Assistance Program

Name: Brandi Lake
Email: Brandi.Lake@illinois.gov
Mailing Address: 2020 W. Roosevelt Rd., Chicago IL 60608
Phone: (312) 814-1222
Fax: (312) 814-1224

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02/15/2017



Job Title: Child Welfare Specialist (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Wed. 02/22/17 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1733009-333063

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans

Agency Contact:

LORA BUSSE-FLECK
NORTHERN REGION PERSONNEL
8 E. GALENA BOULEVARD, SUITE 401
AURORA, IL 60506
PHONE: (630) 801-3575
FAX: (630) 801-3530
Email: Lora.Busse-Fleck@illinois.gov

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02/15/2017



Job Title: Child Welfare Specialist - Opt SS (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Bid ID#: Cook Perm 2016 (Bilingual)

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families

Contact:

Tracey Hardrick
Bureau of Operations
1911 S. Indiana, 10th Floor
Chicago, Illinois 60616
Phone: 312-328-2509
Fax: 312-328-2510
Email: Tracey.Hardrick@illinois.gov

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02/15/2017



Job Title: Child Welfare Specialist - Opt SS (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: Spfld State Central Register

Under general supervision, provides statewide telephone coverage of a toll-free number for the reporting of alleged child abuse and neglect; makes highly responsible decisions regarding intake and screening of information received on initial calls to the toll-free number

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).

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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.

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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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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

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- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
 - 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.

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drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

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- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
- You're friendly and excited to earn money on your schedule!

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