



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

03/30/2018



Job Title: Office Associate - Opt 2 - Shift Supervisor's Office
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-62-18-0134

Under direction of the Shift Supervisor, performs complex typing, data input and secretarial functions; types/transcribes from written or recorded material, documents, reports, etc.; compiles/assembles data; prepares complex specialized summary reports; prepares and maintains spreadsheets or data base files to maintain records; develops and maintains schedules; proofreads work containing legal terminology for accuracy, clarity and content; utilizes work processing equipment; and maintains filing system.

CONTACT:
Cliff Van Zandt
Human Resource Representative
5835 State Rt. 154
Pinckneyville, IL 62274
PH: 618-357-9722 ext. 2053
FAX: 618-357-2083

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>

03/30/2018



Job Title: **Public Service Administrator - Opt 7**
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$6,501.00 - \$9,994.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC29-05-18-7070**

Under administrative direction of the Northern Deputy Chief (SPSA), plans, organizes and evaluates the operation of the Parole Offices during the PM shift; performs routine and covert monitoring of inmates in the community and the apprehension/transportation of program violators; functions as the Manager of all activities assigned to the Parole Offices; supervises staff; implements policies and procedures.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/30/2018



Job Title: Office Associate - Opt 2 - Field Services
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-62-18-0163

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures, and programs; extensive knowledge of composition, grammar, spelling, and punctuation; working knowledge of basic mathematics; elementary knowledge of agency programs, rules, and regulations; requires ability to type accurately at 45 wpm.

CONTACT:

Cliff Van Zandt
Human Resource Representative
5835 State Rt. 154
Pinckneyville, IL 62274
PH: 618-357-9722 ext. 2053
FAX: 618-357-2083

03/30/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Williamson County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-18-0008

Under direction of the Public Service Administrator, provide clerical support keyboarding complex, technical documents and reports which contain legal and medical terminology; organize and control electronically stored and manual records; generate reports; coordinate incoming and outgoing correspondence; answer phones; maintain files; process incoming and outgoing mail.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/30/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-18-7071

Under direction of the Parole Supervisor (PSA), independently perform a variety of complex, specialized clerical duties for an assigned area within the Northern Regional Parole Offices; keyboard technical and complex reports and correspondence with specialized terminology; maintain files of violation reports, court cases, warrant dispositions and related reports; coordinates data input for Offender Tracking System; monitor and transmit electronic correspondence.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/30/2018



Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Tue. 04/10/18 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: **RC028**
Bid ID#: **10-40-105191**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires working knowledge of word processing and spreadsheet software.

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

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03/30/2018



Job Title: TT Seasonal Technician Trainee Intern (Bureau of Legal Services - Cook)
Agency: Transportation
Closing Date/Time: Tue. 04/10/18 4:30 PM Central Time
Salary: \$11.10 - \$11.10 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#42773

Required:

- Valid driver's license
- Must be enrolled in college for the Spring 2018 session
- At least 18 years old within the calendar year of hire

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

Please visit <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the application, CMS284A&B and to view the entire position description.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

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

03/30/2018



Job Title: **Educator - Opt B - Science Teacher**
Agency: Juvenile Justice
Closing Date/Time: Mon. 04/09/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0003**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

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

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03/30/2018



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Continuous**
Salary: **\$5,017.00 - \$6,809.00 monthly**
Job Type: **Full-Time**
Location: **Fayette County, Illinois**
Number of Vacancies: **13**
Plan/BU: **RC023**
Bid ID#: **IDOC29-87-1-0002**

Under general supervision of the Director of Nursing (PSA) provides a full range of professional nursing services in the care and treatment of inmates; performs assigned nursing care activities in an ambulatory care setting including outpatient clinic and/or infirmary; utilizing professional training and expertise in the field of nursing.

Agency Contact: Sonya Bruno - Human Resources Representative
Vandalia Correctional Center PO Box 500 Vandalia IL 62471
618-283-4170 Ext 2140 FAX 618-283-9147

03/30/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/105154**

Under general supervision of the activity therapy supervisor is responsible for planning, interviewing, instructing and evaluating facility wide activity programs. Responsible for all ordering of supplies, inventory control of supplies compliant with county health regulations. Assists with other activity programs as needed. Valarie Laird/Human Resources

Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141
Fax (708) 338-7078

03/30/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-82/105192**

Under direct supervision of the Dietary Manager, performs tasks in one or several areas on the evening shift of the Dietary Department; assists in the preparation and serving of food; distributes food to patient areas; cleans and maintains sanitation of the kitchen and related areas. Sweeps and mops; assisting cleaning dishwashing area and cleans equipment after each use.

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

Fax # 708-338-7078

03/30/2018



Job Title: **Data Analyst - NON-CODE/PSC**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-18-052 - PSC**

Serves as a lead analyst within the Office of Innovation, Strategy and Performance. Under the direction of the Chief Strategy and Innovation Officer and the Manager for Performance Management to work with all IDHS divisions on program analysis and advanced analytics, including cross-system / division / bureau data integration work, to inform IDHS executives in program / policy decisions and approaches. Specialized analytical skills will be particularly important including predictive analytics, machine learning, data visualization, and other "big data" skill sets that can applied to public policy and IDHS programming.

A civil service grade from Central Management Services is not required.

This is NOT a permanent position. This is a **PERSONAL SERVICE CONTRACT**, which **expires June 30, 2018**.

Please submit a resume and/or [CMS 100 Employment Application](#) to Michelle.Julian@illinois.gov

03/30/2018



Job Title: **Storekeeper II**
Agency: Human Services
Closing Date/Time: Fri. 04/06/18 5:00 PM Central Time
Salary: \$3,450.00 - \$4,948.00 monthly
\$41,400.00 - \$59,376.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-10-105111**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires two years experience in the keeping of stores and store records. Requires the ability to lift over 50 lbs.

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

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

03/30/2018



Job Title: **Educator - Opt C**
Agency: Juvenile Justice
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-17-0001**

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

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

03/30/2018



Job Title: Office Associate - Opt SS1
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 04/09/18 11:59 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 17645

Under direction, performs a variety of complex clerical work in the Chicago office. Serves as a receptionist for one of the multiple Chicago office desks, including Division Executives' offices and prosecutorial/hearing conference rooms; disseminates information to the public via telephone and/or walk-in inquiries of the functions of the Department. Provides clerical office support, including but not necessarily limited to preparing documents, creating and maintaining spreadsheets, filing, entering data into database, answering general inquiries and maintaining the office. Maintains intra-office security program for all visitors entering the Chicago office reception area. Translates functions/procedures into Spanish for individuals who cannot speak or read English.

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

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

217-557-3022 Fax

03/30/2018



Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under direction for the Illinois State Cancer Registry, performs complex technical and advisory functions to evaluate quality, completeness, and validity of cancer data. Identifies program problems and prepares methods to alleviate the problems.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

03/30/2018



Job Title: **Cancer Registrar I**
Agency: Public Health
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

03/30/2018



Job Title: **TT Seasonal Technician Trainee Intern (District 8/Collinsville)**

Agency: Transportation

Closing Date/Time: Tue. 04/10/18 4:30 PM Central Time

Salary: \$11.10 - \$11.10 hourly

Job Type: Temporary

Location: Madison County, Illinois

Number of Vacancies: **5**

Bid ID#: **42773**

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018.

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

03/30/2018



Job Title: **2018 Summer Student Internship Program**
Agency: Capital Development Board
Closing Date/Time: Tue. 04/10/18 4:59 PM Central Time
Salary: \$1,346.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CDB00111**

REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES

- Must be at least 18 years old, a college student or enrolled in the fall semester
- Be well organized, detail oriented and have strong problem solving and writing skills
- Exhibit professional qualities regarding attitude, dress, appearance and personal bearing.

Springfield, IL 62706

217-524-7510

Email: wanda.trumbo@illinois.gov

03/30/2018



Job Title: 2018 Summer Student Intern Program
Agency: Capital Development Board
Closing Date/Time: Tue. 04/10/18 4:59 PM Central Time
Salary: \$1,346.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 2
Bid ID#: CDB00112

MINIMUM REQUIREMENTS

This program is open to residents of the State of Illinois who are at least 18 and are a student or enrolled to attend college in the fall semester.

Agency Contact:

Wanda Trumbo
Human Resources Specialist
Illinois Capital Development Board
3rd Floor, Wm G. Stratton Building
401 S. Spring St.
Springfield, IL 62706
217-524-7510
wanda.trumbo@Illinois.gov

03/30/2018



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.

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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
 -

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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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03/30/2018



- 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.