



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

04/02/2018



Job Title: Office Associate - Opt 2 (Clinical)
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 3:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Brown County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC-29-99-18-0023

Under direction of the Clinical Services Supervisor, serves as a secretary performing complex office tasks; maintains office files and logs pertaining to the Clinical Services unit; types Clinical Service reports; independently retrieves and inputs data and reports; coordinates correspondences, committees, reports, and statistical data.

Contact:

Emily Lerch - Human Resources Representative
Western Illinois Correctional Center
2500 Route 99 South
Mt. Sterling, IL 62353
Emily.C.Lerch@illinois.gov
217-773-4441 ext. 250
217-773-2202 fax

04/02/2018



Job Title: **Accountant Supervisor - DIXON CC**
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-93-18-0100**

Under direction of the Business Administrator, Public Service Administrator, serves as a full line supervisor of technical staff in maintaining and examining complex departmental budgetary reports and statements for use in the department/ assigns and reviews subordinates' work, prepares performance evaluations, effectively recommends and imposes disciplinary actions, and adjusts grievances; coordinates overall operations and functions of the commissaries.

Agency Contact:

IDOC/Dixon CC
Kathy Newstrand, HRR or Joyce Rogers, HRA
2600 N. Brinton Avenue
Dixon, IL 61021
email: kathy.newstrand@illinois.gov or joyce.rogers@doc.illinois.gov
phone: 815-288-5561 Ext. 2106 or 210

04/02/2018



Job Title: **Librarian I**
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$4,141.00 - \$6,184.00 monthly
Job Type: Full-Time
Location: Christian County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDOC29-10-18-0523**

Under general direction of the Educational Facility Administrator (Public Service Administrator), performs professional library duties as Librarian in the institutional library. Plans, directs and manages the general and law libraries at the facility. Selects appropriate books, magazines and newspaper for collection. Maintains security of the library area. Conducts periodic inventory and replaces worn, obsolete and missing material. Assists users with research projects and reference work.

AGENCY CONTACT: Amanda Wilson, HR Rep
Taylorville Correctional Center
PO Box 1000
Taylorville, IL 62568
(217) 824-4004 ext. 5402
(217) 824-4042 fax
amanda.wilson@illinois.gov

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

04/02/2018



Job Title: Office Administrator II - Opt 2 (Upward Mob. Target Title) - Mailroom Supervisor
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$3,151.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-62-18-0136

Under general supervision, serves as a working supervisor in the operations of the Mail Room for the facility; performs a variety of complex, specialized clerical functions; types correspondence, reports, etc.; monitors to ensure correct procedures are used in the processing of institutional and inmate mail.

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

04/02/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,314.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-02-18-0328C

Under direction of the Senior Public Service Administrator (Chief of Mental Health), performs complex clerical work keyboarding confidential mental health, technical and statistical data and reports for Regional Psychological Administrators; serves as a receptionist; maintains administrative files.

Agency Contact:

Public Safety Shared Services
Lisa Devert, HR Specialist
1301 Concordia Ct.
Springfield, IL 62702
Lisa.Devert@illinois.gov

04/02/2018



Job Title: TT Seasonal Technician Trainee Intern (Bureau of Claims - 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

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.

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.

04/02/2018



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**

We are seeking a motivated individual to join our Project Management team as a Project Management intern for the summer. The ideal candidate would have strong detail skills as well as solid time management abilities that allows them to effectively prioritize and complete multiple tasks throughout the day. This position is responsible for working closely with Project Management on assigned projects so as to enhance the Intern's industry knowledge and career progression. The nature of this work would require the individual to be proficient in the use of a PC and Microsoft Office (Excel, Outlook, PowerPoint, and Word); AutoCAD a plus. Work may include job shadowing Construction and/or Professional Services staff to learn about the various phases of projects, attending meetings, and completing special projects.

Agency Contact: Wanda Trumbo
Human Resources Specialist
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-524-7510
Email: wanda.trumbo@illinois.gov

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04/02/2018



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**

Under general direction, serves as staff assistant to the Bureau Chief of the Bureau of Admin, Quality Assurance and Planning for the Chicago Office; performs a wide range of functions in scheduling, personnel, contract administration, logistical support, fiscal management in support of the management and operations. Coordinates special projects and assists with program management activities; prepares a variety of correspondence and special reports.

*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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04/02/2018



Job Title: **Social Service Program Planner Iv**
Agency: Children & Family Services
Closing Date/Time: Wed. 04/11/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1800002-000695**

Subject to management approval, performs highly technical social services grant seeking, writing, planning and analysis; provides advice and consultation to Deputy Directors and other Executive Staff regarding available grants and grant applications; reviews and monitors to ensure that grants meet programmatic requirements of the Department; develops planning strategies relating to grants with measurable outcomes; attains grant monies for Department programs and activities; performs contract manager and program monitoring functions for assigned contracts.

CONTACT:
Heather Poe
406 E. Monroe Sta. 373
Springfield, IL 62701

Phone: 217-524-0266
Fax: 217-524-3970
Email: heather.poe@illinois.gov

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

04/02/2018



Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 04/04/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS3839**

Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Healthcare and Family Services (HFS) computer records and Clerk of the Court and State Disbursement Unit (SDU) payment records to determine correct delinquency amounts; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; types various documents; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, Illinois 62701

217-557-3900 Office
217-524-3960 Fax

04/02/2018



Job Title: **Child Support Specialist I - Opt SS**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 04/04/18 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS3851**

interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support account; translates information and documents into Spanish for non-English speaking people.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

04/02/2018



Job Title: Account Technician I (Upward Mobility Target Title) - Inmate Trust Fund
Agency: Corrections
Closing Date/Time: Thu. 04/05/18 2:59 PM Central Time
Salary: \$3,250.00 - \$4,594.00 monthly
Job Type: Full-Time
Location: Knox County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC-29-98-18-0016

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience.

Requires working knowledge of accounting techniques.

Requires working knowledge of state or non-state accounting procedures.

AGENCY CONTACT:

Tammy Morgan, Human Resource Rep

Hill Correctional Center
600 S Linwood Road
Galesburg IL 61401
309-343-4212 ext 105

04/02/2018



Job Title: Office Associate - Opt 2
Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 04/05/18 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#: 17725

Under direct supervision, independently performs a wide variety of complex clerical duties in the Consumer Credit Section. Types letter, memoranda, reports, responses to inquiries, lists, records and legal forms. Types complex exam reports completed by field examiners. Provides clerical support duties such as answering phones; answering routine inquiries; greeting and routing visitors; filing; preparing bulk mailings; receiving, date stamping and distributing incoming mail.

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

04/02/2018



Job Title: **Correctional Sergeant (WICC)**
Agency: Corrections
Closing Date/Time: Fri. 04/06/18 3:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Brown County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-99-18-0649**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security, and custodial measures.

Contact:

Emily Lerch - Human Resources Representative
Western Illinois Correctional Center
2500 Route 99 South
Mt. Sterling, IL 62353
Emily.C.Lerch@illinois.gov
217-773-4441 ext. 250
217-773-2202 fax

04/02/2018



Job Title: **Correctional Counselor I (Upward Mobility Target Title)**

Agency: **Corrections**

Closing Date/Time: **Fri. 04/06/18 4:00 PM Central Time**

Salary: **\$4,046.00 - \$5,448.00 monthly**

Job Type: **Full-Time**

Location: **Macon County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **IDOC-29-61-18-150**

Under direct supervision of the Correctional Casework Supervisor, provides beginning level professional services to established caseload of offenders; provides input into the planning and coordinating offender services; provides input into the orientation of new offenders. Processes routine reports; participates in recommending and reviewing treatment plans; assists in developing and implementing reentry assessment goals; receives formal and on-the-job training for increased responsibilities and job proficiency.

Position # 09661-29-61-260-11-02

AGENCY CONTACT:

Becky Frost, Human Resources Representative
Decatur Correctional Center
2310 East Mound Road, P.O. Box 3066, Decatur IL 62524
becky.frost@illinois.gov
217-877-0353 Ext. 424

04/02/2018



Job Title: **Cook II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time
Salary: \$17.84 - \$22.75 hourly
\$1,427.13 - \$1,820.23 biweekly
\$3,104.00 - \$3,959.00 monthly
\$37,248.00 - \$47,508.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-82/105193**

Under general supervision of the Dietary Manager, serves as lead worker to lower level cooks; monitors prepares, cook and distributes the daily meal (s) (breakfast and lunch) to the facility residents; operates standard cooking equipment in food preparation, assists in serving of food and participates in the testing of new types of cooking equipment and new recipes.

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

Fax# 708-338-7078

04/02/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 04/05/18 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: **RC062**
Bid ID#: **1849016-490232**

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, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:
Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312/814-3775
Fax: 312/814-1224
Email: Tracey.Hardrick@illinois.gov

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04/02/2018



Job Title: **Human Resource Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-105221**

Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures. Requires working knowledge of human resources programs, rules and regulations.

CONTACT:
Alice M. Chambers
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
Phone: 708-283-3015
Fax: 708-283-3017

04/02/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: **01**
Plan/BU: **RC062**
Bid ID#: **LOT 17840**

requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

04/02/2018



Job Title: **Conservation/Historic Preservation Worker**
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: **300**
Bid ID#: **276**

Under immediate supervision, for a period not to exceed 6 months, performs a variety of unskilled manual labor in maintenance and/or simple clerical duties at the DuQuoin State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832
618-542-1515

04/02/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Human Services
Closing Date/Time: Mon. 04/09/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **GB010**
Bid ID#: **10-17-105230-105231**

Requires knowledge and training in the use of computer word processing systems and online legal research programs. Prefers the successful completion of a course of study on administrative law and experience in the conduct of judicial or quasi-judicial hearings.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL
ATTN: KRIS TAPOCIK
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3385

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04/02/2018



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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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

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04/02/2018



- 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.