



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

04/09/2018



Job Title: **Court Operations Assistant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 04/30/18 4:30 PM Central Time
Salary: \$29,665.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **235**

The successful candidate must possess the ability to set up and prepare courtroom for session and, as needed, perform bailiff duties during court sessions; maintain order and decorum during court proceedings, ability to accurately sort and distribute mail and packages; working knowledge of photocopying equipment; effectively communicate both verbally and in writing

First District Appellate Court
160 North LaSalle Street, S1405
Chicago, IL 60601

Agency Contact:
Darrin Shaffer
(312) 793-5415

04/09/2018



Job Title: **Medical Administrator II Option D - Opt 05
(Ludeman Medical Director)**

Agency: Human Services

Closing Date/Time: Wed. 05/02/18 4:00 PM Central Time

Salary: \$10,441.00 - \$20,722.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **TA000**

Bid ID#: **10-72-105274**

Under administrative direction of the Center Director, serves as the Medical Director of the Ludeman Developmental Center; supervises medical staff; maintains the overall quality of clinical care provided to individuals of the facility

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

04/09/2018



Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 04/18/18 4:59 PM Central Time
Salary: \$2,840.00 - \$3,879.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10.79-105164**

Under direct supervision of the Dietary Manager, prepares and cooks on a quantity scale basis; assumes responsibility for the section of the meal preparation assigned. Batch cooks according to policies and procedures.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

04/09/2018



Job Title: **Accountant Advanced**
Agency: Arts Council
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#: **00133-50-90-111-00-01**

Under direction of the Chief of Operations/Chief Fiscal Officer for the Illinois Arts Council Agency (IACA), independently performs complex accounting and auditing work. Prepares, reconciles and analyzes financial reports and statements for state or federal usage; assists CFO in developing and preparing budgetary activities and reports; preparation of payroll, National Endowment for the Arts (NEA) Final Reports

James R. Thompson Center (JRTC)
Illinois Arts Council Agency (IACA)
Romie Munoz
100 W. Randolph #10-500
Chicago, IL 60601
Work: 312-814-8250
FAX: 312-814-1471
Romie.Munoz@Illinois.gov

04/09/2018



Job Title: Information Services Specialist I - Opt C (Upward Mobility Target Title)
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Tue. 04/17/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: DoIT 17889

Requires knowledge, skill and mental development equivalent to completion of two years of college with course work in computer science or directly related fields; or satisfactory completion of an agency sponsored training program.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-524-3553
217-524-6629 Fax

04/09/2018



Job Title: **Support Service Worker-Dietary**
Agency: Veterans Affairs
Closing Date/Time: Thu. 04/12/18 4:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Part-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-423-18-55**

Requires working knowledge of routine tasks found in the dietary area, six months experience in the support service functional area of a dietary department, skill in the basic operation of machinery and equipment found in a dietary area and requires the ability to instruct others in simple methods and procedures common to the dietary area.

Apply To:
Human Resources
IL Veterans' Home
1015 O'Connor Avenue
LaSalle, Illinois 61301
Phone: (815) 223-0303 ext. 207
Fax: (815) 223-2815

04/09/2018



Job Title: **Technical Advisor II**
Agency: Public Health
Closing Date/Time: Mon. 04/16/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **IDPH 07-18-0297**

Under the general direction of the Chief Administrative Law Judge of the Department of Public Health, functions as an Administrative Law Judge, conducting hearings primarily relating to cases in which the Department is not a party, drafting findings and providing legal advice to the Department of Public Health Regional Health Officers.

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.HRAApplications@illinois.gov

04/09/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**
Agency: **Guardianship & Advocacy Commission**
Closing Date/Time: **Tue. 04/10/18 5:00 PM Central Time**
Salary: **\$4,873.00 - \$7,392.00 monthly**
Job Type: **Full-Time**
Location: **Peoria County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **45252-50-70-221-1009**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels.

Send Bids and Applications via FAX or U.S. Mail ONLY:
Bobbie Fox, Director Human Resources
Guardianship & Advocacy Commission
160 N. LaSalle Street, Room 500
Chicago, IL 60601

Fax# 312-793-4311

04/09/2018



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**

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.

This position provides support services to the Office of Chief Counsel by maintaining accurate documentation and performing general administrative duties as required.

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

04/09/2018



Job Title: **TT Seasonal Technician Trainee Intern (Office of Intermodal Project Implementation)**

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: **2**

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.

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.

04/09/2018



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

04/09/2018



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.HRAapplications@illinois.gov

04/09/2018



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.

04/09/2018



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

04/09/2018



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

04/09/2018



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

04/09/2018



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

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

04/09/2018



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

04/09/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: **Children & Family Services**
Closing Date/Time: **Fri. 04/13/18 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#: **1847012-474376**

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

Tracey Hardrick, Personnel Liaison
2020 W Roosevelt, 2nd Fl.
Chicago, IL 60608

Email: Tracey.Hardrick@Illinois.gov
Phone: 312-814-3775
Fax: 312-814-1224

04/09/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Thu. 04/19/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **37015-50-70-120-00-03**

Requires bachelor's degree and four years professional experience in a social services area or three years of professional administrative experience in a social service area.

SEND BID AND COPY OF APPLICATION VIA MAIL OR FAX ONLY:
BOBBIE FOX, HR DIRECTOR
ILLINOIS GUARDIANSHIP & ADVOCACY COMMISSION
160 N. LASALLE STREET, ROOM 500
CHICAGO, IL 60601
FAX # 312-793-4311

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

04/09/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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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
 -

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

04/09/2018



- 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.