



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

04/20/2018



Job Title: **Underage Compliance Assistant**
Agency: Revenue
Closing Date/Time: Tue. 05/22/18 5:00 PM Central Time
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **21**
Bid ID#: **DOR 16449**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

Agency Contact:
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-782-6239
217-782-9925 Fax

04/20/2018



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**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and the activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines.

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

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>

04/20/2018



Job Title: **Natural Resources Advanced Specialist - Opt 1**
Agency: Natural Resources
Closing Date/Time: Tue. 05/01/18 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: **RC062**
Bid ID#: **12-45-5445**

Requires thorough knowledge of state and federal laws, rules and regulations pertaining to fisheries resource conservation and extensive knowledge of budgetary planning. Requires thorough knowledge of division objectives, policies, programs and services. Requires possession of a valid Illinois Driver's license. Must be able to ride and function aboard Lake Michigan commercial fishing vessels operating under a wide variety of weather conditions and not become incapacitated by seasickness.

WHERE TO APPLY

Department of Natural Resources
Attn: Dan Stephenson
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-524-4111

04/20/2018



Job Title: **CE V Physical Tests Engineer**
Agency: Transportation
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time
Salary: \$6,315.00 - \$8,263.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42738**

This position is accountable for planning, directing and coordinating the material testing and inspection activities required to ensure the acceptability of materials incorporated into highway projects in the district. It also involves material inspection for other districts, states, and government agencies.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, May 1, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/20/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-00-310-18-0015**

Requires a bachelor's degree in counseling or a closely related social science degree; requires two years of professional experience working with youth in juvenile services. Or requires a bachelor's degree from an accredited college or university; requires three years of professional experience in counseling or casework. Candidate must be over 21 years of age.

Agency Contact:

IL. Department of Juvenile Justice, Attn: Human Resources Representative - Aftercare
2715 W. Monroe Street, Springfield, IL 62704;
Quierra.C.Phillips@illinois.gov

04/20/2018



Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 04/30/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS3878**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Enforcement program area; or, eight years of experience performing paraprofessional functions in the Child Support Enforcement program area.

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

04/20/2018



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, and associate with employees and the public in a pleasant, courteous, and helpful manner.

Agency Contact:
Darrin Shaffer
(312) 793-5415

04/20/2018



Job Title: **Storekeeper I**
Agency: Human Services
Closing Date/Time: Thu. 04/26/18 4:00 PM Central Time
Salary: \$3,217.00 - \$4,529.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10.79-105404**

Under general supervision of the Chief Fiscal Officer, operates in the General Stores Department including general mechanical, office supply, stores, equipment, stocking, receiving and preparing items for shipment and maintaining property records and inventory; performs simple clerical functions for equipment transfers, inventory requests, audits, etc.

CONTACT INFORMATION:

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

04/20/2018



Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)
Agency: Arts Council
Closing Date/Time: Thu. 04/26/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 9

Processes grant applications for IACA programs. Performs the initial review to determine acceptability and compliance to eligibility requirements according to rules and regulations, statutes, program policy and procedures. With minimal direction, using manual and computerized systems, initiates award letters and contracts; processes all payment authorizations. During this processing, acts as intermediary of the IACA in responding to inquiries from staff and constituents. Identifies errors and incomplete paperwork; periodically advises constituents on the preparation and completion of grant agreements, back up documentation and final reports. May certify documents signed by others with public notary seal.

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

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>

04/20/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

04/20/2018



Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/20/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

Ken Hilgendorf, Agency Contact
Illinois Department of Juvenile Justice
217-557-1030 x3008

04/20/2018



Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

04/20/2018



Job Title: DuQuoin State Fair Campground Superintendent
Agency: Agriculture
Closing Date/Time: Fri. 08/24/18 5:00 PM Central Time
Salary: \$10.00 / Hour
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: 2
Bid ID#: 46

TRAINING AND EXPERIENCE: Requires ability to maintain satisfactory working relationships with various organizational groups and the general public; requires ability to learn and apply basic bookkeeping principles; requires ability to operate basic office equipment (i.e., computer programs, calculator, credit card machine, etc); may require possession of a valid driver's license.

AGENCY CONTACT: IL Dept of Agriculture
Bureau of Human Resources
John R. Block Building
Springfield, IL 62794
(217) 785-5099

04/20/2018



Job Title: Conservation Education Representative
(TEMPORARY)
Agency: Natural Resources
Closing Date/Time: Tue. 05/01/18 5:00 PM Central Time
Salary: \$2,464.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 2923

Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. **Employment estimated to run from June 25, 2018 through August 17, 2018.**

WHERE TO APPLY

Department of Natural Resources
Attn: Dan Stephenson
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-524-4111

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>

04/20/2018



Job Title: **CE V Physical Tests Engineer**
Agency: Transportation
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time
Salary: \$6,315.00 - \$8,263.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42738**

This position is accountable for planning, directing and coordinating the material testing and inspection activities required to ensure the acceptability of materials incorporated into highway projects in the district. It also involves material inspection for other districts, states, and government agencies.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, May 1, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/20/2018



Job Title: **CE IV Senior Design Squad Leader**
Agency: Transportation
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42728**

This position is responsible for supervising engineers and technicians in the preparation of studies and plans for highway projects. This position also negotiates and reviews consultant prepared studies and plans.

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04/20/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-18-0301**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires a valid Illinois drivers license and the ability to travel.

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.HRApplications@illinois.gov

04/20/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-18-0300**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Prefers excellent computer skills and work experience in Microsoft Word. Prefers experience working with laptop computer. Requires ability to travel and possession of a valid driver's license.

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.HRApplications@illinois.gov

04/20/2018



Job Title: Health Facilities Surveillance Nurse - Opt SS
Agency: Public Health
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: IDPH 44-18-0299

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires the ability to speak and write Spanish at a colloquial skill level. Prefers excellent computer skills and work experience in word processing and spreadsheet applications(i.e., Microsoft Word, Excel, PowerPoint). Requires ability to travel and possession of a valid driver's license.

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

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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.

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>



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 II, 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>



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

04/20/2018



- 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.