



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

05/04/2018



Job Title: **Technical Advisor II**
Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 05/17/18 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC010**
Bid ID#: **18125**

Requires graduation from a recognized law school. Requires the possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; common law and the provisions of state and federal laws relating to administrative and regulatory functions; principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires litigation skills.

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

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>

05/04/2018



Job Title: **Paralegal Assistant**
Agency: Illinois Gaming Board
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 18140**

Under direct supervision, researches and analyzes statutes, regulations and policies of the Illinois Gaming Board and other gaming jurisdictions; researches court decisions, precedents and other references. Assists in publishing Board opinions and motions. Assists legal staff in preparation for administrative hearings and meetings; accepts filings from attorneys and licensees. Compiles information and writes legal memoranda for utilization by staff attorneys; maintains law library, reference and legal files, and legal correspondence; travels in the performance of duties.

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

05/04/2018



Job Title: **Office Assistant - Opt 2**
Agency: Illinois Gaming Board
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IGB 18139**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices and procedures. Requires ability to follow oral or written instructions. Requires working knowledge of alpha-numeric sequencing. Requires ability to operate commonly used office equipment. Requires the ability to develop and maintain cooperative working relationships. Requires skill in keyboarding accurately at 35 wpm. Prefers experience working with Microsoft Word and Excel.

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

05/04/2018



Job Title: **Police Officer I**
Agency: State Police
Closing Date/Time: Thu. 05/17/18 4:00 PM Central Time
Salary: \$4,144.00 - \$6,033.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP18-096**

Requires knowledge, skill, and mental development equivalent to the completion of high school. Requires graduation from an accredited basic law enforcement academy, with an Illinois state certification as a police officer, and one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county, and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities. Employees will be required to periodically demonstrate continuing physical proficiency as defined by Illinois State Police policy sufficient to carry out duties of the classification.

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

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05/04/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Wed. 05/16/18 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **RCRA 12094**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in accounting, finance, and economics. Requires prior experience equivalent to three years of progressively responsible administrative experience in budgeting, cost accounting, financial analysis or operations research in a public or business organization. Requires extensive knowledge of Cash Management processes, operations and procedures to evaluate effectiveness and conformance to Department directives, rules, and regulations; techniques related to bank reconciliations and the Department's account reporting systems. Requires the ability to analyze accounting systems and problems, work closely with management, accounting professionals and outside financial institutions in planning and execution of financial reporting. Requires extensive knowledge of excel spreadsheet and bank reconciliation software.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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

05/04/2018



Job Title: Office Associate - Opt 2
Agency: Employment Security
Closing Date/Time: Wed. 05/16/18 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#: RCRA 12101

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, composition, grammar, spelling and punctuation. Requires the ability to work within short timeframes, make decisions independently, work with and maintain confidentiality of documents. Requires ability to follow oral and written instructions; operate copy machine, printer, fax, and PC with related software programs (including, but not limited to, MS Word, Excel, PowerPoint, and Outlook). Requires the ability to type accurately at 45 wpm.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
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05/04/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-105711

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

Contact Info:
Bureau of Employee Services
Ashley Moore
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/04/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-105717**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

PAEA's PROMOTIONAL GRADES FOR THIS TITLE ARE OBTAINED BY TAKING THE AUTOMATED MULTIPLE-CHOICE TEST AT CMS.

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

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05/04/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-105710**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read, or write Spanish at a colloquial skill level.

Contact Info:
Bureau of Employee Services
Ashley Moore
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/04/2018



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-70-18-105329-20**

Requires knowledge, skill, mental development equivalent to completion of four years of college with courses in dietetics. May require possession of a valid Illinois Food Sanitation Certificate; requires possession of a Dietitian License from the Department of Professional Regulation.

Contact:
Human Resources Department
Ann M. Kiley Center
1401 W. Dugdale Road
Waukegan, IL 60085
fax: 847-249-0722

05/04/2018



Job Title: **Social Worker I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time
Salary: \$4,437.00 - \$6,049.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-70-18-105627-18**

Requires a master's degree in social work from a recognized college or university. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumption underlying the social work field. Requires elementary knowledge of the employing agency's rules and regulations covering the social work field. Requires ability to prepare complex written and oral reports.

Contact:
Human Resources
Ann M. Kiley Center
1401 W. Dugdale Road,
Waukegan, IL 60085

FAX NUMBER: 1-847-249-0722

05/04/2018



Job Title: **Licensing Assistant**
Agency: Revenue
Closing Date/Time: Tue. 05/15/18 5:00 PM Central Time
Salary: \$2,934.00 - \$3,987.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **DOR 18063**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires ability to explain and interpret simple statutory requirements, rules, regulations and procedures. Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public. Requires skill to operate a PC.

Agency Contact:

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

05/04/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 05/14/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-105307

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

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05/04/2018



Job Title: **Environmental Protection Specialist III**
Agency: Environmental Protection Agency
Closing Date/Time: Mon. 05/14/18 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#: **14-0062**

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science. Requires three years' progressively responsible professional experience in the field of pollution abatement or a related field. -OR- Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 217/524-6907

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

05/04/2018



Job Title: **Special Education Resources Coordinator**
Agency: Juvenile Justice
Closing Date/Time: Mon. 05/14/18 4:00 PM Central Time
Salary: \$4,311.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ-27-10-2018-1304**

Requires possession of a current and valid Professional Educator License issued by the Illinois State Board of Education with a Learning Behavior Specialist I endorsement. Requires working knowledge of the methods, techniques and strategies used in the instruction and development of juveniles with intellectual, physical or other defined developmental disabilities. Requires working knowledge of agency programs and services, objectives, activities and operational systems. Requires working knowledge of the impact that disabilities have on the cognitive, physical, emotional, social and communication development of an individual.

AGENCY CONTACT:

Kelly Meeks, HR
Illinois Youth Center Warrenville
30W200 Ferry Road
Warrenville, IL 60555
(630) 983-6213 fax

05/04/2018



Job Title: **Veterans Employment Representative I - Opt 2**
Agency: Employment Security
Closing Date/Time: Fri. 05/11/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **RCRA 12096**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability.**

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: 217-524-2980
Fax: 217-524-3472

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05/04/2018



Job Title: **Employment Security Program Representative
(Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Fri. 05/11/18 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 5, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **RCRA 12099**

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: 217-785-2647
Fax: 217-524-2083

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05/04/2018



Job Title: **Educator - Opt C**
Agency: Human Services
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time
Salary: \$4,860.00 - \$7,103.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-44-104755**

Requires possession of a current and valid ISBE issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

IDHS/DRS/ICRE-Roosevelt
1950 W. Roosevelt Rd.
Chicago, Illinois 60608

ATTN: Benjamin Davis
312/433-3147 - Voice
312-433-3056 - Fax

05/04/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time
Salary: \$4,471.00 - \$6,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10-44-104847**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

IDHS/DRS/ICRE-Roosevelt
1950 W. Roosevelt Rd.
Chicago, Illinois 60608

ATTN: Benjamin Davis
312/433-3147 - Voice
312/433-3056 - Fax

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05/04/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**
\$45,504.00 - \$67,212.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104371**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/04/2018



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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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.

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05/04/2018



- Completion of all hiring documentation and application inserts
 - Training
- 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.