



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

05/07/2018



Job Title: **Social Service Program Planner Iv**
Agency: Children & Family Services
Closing Date/Time: Thu. 05/17/18 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#: **1800004-000695**

Requires knowledge, skill, and mental development equivalent to completion of four years of college supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires proficiency in Microsoft Word applications; requires possession of a valid driver's license and ability to travel.

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

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

05/07/2018



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.

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

05/07/2018



Job Title: **Building/Grounds Maintenance Worker**
Agency: Military Affairs, Department of
Closing Date/Time: Thu. 05/17/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: McHenry County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-049**

Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Requires ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Requires the ability to understand and communicate effectively with co-workers and supervisors.

For Additional Information contact Janice Estes at 217-761-3786.

05/07/2018



Job Title: **Telecommunicator Specialist**
Agency: State Police
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: Perry County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP18-093**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program.

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

05/07/2018



Job Title: **Mental Health Technician III - Opt MC**
Agency: Human Services
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-73-105551**

Requires strength and ability to carry out physical restraint procedures - ability to lift and carry 50 pounds, communicate orally and in writing; ability to communicate in sign language at a colloquial skill level. Ability to work overtime and a shift different than normal assignment. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and development of persons with developmental disabilities.

Jennifer Gunnon
Human Resources/Labor Relations Director
Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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05/07/2018



Job Title: **Telecommunicator Trainee**
Agency: State Police
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP18-092**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

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

05/07/2018



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

05/07/2018



Job Title: **Plumber**
Agency: Agriculture
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time
Salary: \$62.20 / Hour
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: **4**
Plan/BU: **PR000**
Bid ID#: **11-10-IDOA 284**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires elementary knowledge of trade tools and ability to understand and carry out orders.

IL Dept of Agriculture
DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832
(618) 542-1515

05/07/2018



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

05/07/2018



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

05/07/2018



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

05/07/2018



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

05/07/2018



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#: **10-48-104228**

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

05/07/2018



Job Title: Day Care Licensing Representative II - Spanish Speaking (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Wed. 05/09/18 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#: 1813025-139997

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; **requires ability to speak and write Spanish at a colloquial skill level.**

Contact:

Karen Wagner
Karen.A.Wagner@illinois.gov
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
312-328-2461 / 312-328-2321 (fax)

05/07/2018



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Wed. 05/09/18 5:00 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#: 1813024-131956

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:

Karen Wagner
Karen.A.Wagner@illinois.gov
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
312-328-2461 / 312-328-2321 (fax)

05/07/2018



Job Title: **Revenue Auditor I**
Agency: Revenue
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC062**
Bid ID#: **DOR 17993**

Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics. Requires completion of an agency approved training program. Requires working knowledge of methods and techniques of tax accounting and auditing. Requires working knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals. Requires working knowledge of the various tax laws administered by the Department of Revenue; methods, procedures and techniques utilized in the examination and review of tax returns and supporting documentation, and in determining and recommending appropriate corrective action; files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation.

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

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

05/07/2018



Job Title: Revenue Auditor Trainee (Upward Mobility Target Title)
Agency: Revenue
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 6
Plan/BU: RC062
Bid ID#: DOR 18000

Under immediate supervision, for a period not to exceed twelve (12) months, receives intensive scheduled classroom instruction and on-the-job training involving the various facets of the Department of Revenue's Audit program and operations, and upon successful completion of the training program will qualify to fill existing vacancies as a Revenue Auditor I; travels to attend classroom training as well as the on-the-job training as instructed.

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

05/07/2018



Job Title: **Security Officer Sergeant**
Agency: Human Services
Closing Date/Time: Thu. 05/10/18 4:00 PM Central Time
Salary: \$3,625.00 - \$5,396.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **10-81-105586**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095 or 2029; Fax: 847-429-4933

05/07/2018



Job Title: **NONCODE - Project Manager**
Agency: Human Services
Closing Date/Time: Fri. 05/11/18 5:00 PM Central Time
Salary: \$0.00 / Month
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **3**
Bid ID#: **PSC 18-040-042 (2)**

Requires Bachelor's Degree or equivalent in psychology, sociology/anthropology, social welfare or a closely related field. Requires experience with entry into the Long term Care SharePoint system and H.F.S./M.M.I.S. Recipient Subsystem. Requires knowledge and experience with Long term Care Admission Policy and Procedure.

Application should be emailed or mailed to:
Yolanda Lampkin-Diming – Local Office Administrator
yolanda.lampkin-dimi@illinois.gov
Medical Field Operations North
1112 South Wabash
Chicago, IL 60605

05/07/2018



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

05/07/2018



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

05/07/2018



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

05/07/2018



- 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.