



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

05/09/2018



Job Title: Conservation/Historic Preservation Worker
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: 300
Bid ID#: 277

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school; elementary knowledge of materials, tools, equipment and practices essential to ground and building maintenance; ability to understand and follow simple oral and written instructions; ability to maintain satisfactory working relationship with other employees and the general public.

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

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>

05/09/2018



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

05/09/2018



Job Title: **Psychologist I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 06/01/18 4:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-73-104839**

Requires a Master's Degree in Psychology from a recognized college or university supplemented by two years professional experience in psychology or satisfactory completion of the psychologist associate program. Requires a thorough knowledge of behavior and psychological theory, principles, techniques, practices and their applications. Requires visual acuity and hearing levels to conduct counseling sessions and evaluations. Requires ability to write clear and cohesive summaries of counseling sessions. Requires physical ability to access various work sites throughout the Center to attend meetings and confer with individuals and other professional staff.

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

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

05/09/2018



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

05/09/2018



Job Title: **Project Manager - NONCODE**
Agency: Human Services
Closing Date/Time: Mon. 05/21/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 18-044 (2)**

Requires a Bachelor's degree and experience in information technology system development and MS Excel. Knowledge of management principles to design and studies to evaluate overall program implementation. Office etiquette and ability to prepare clear and comprehensive reports. Experience in employment and training.

Workforce Development
1308 W.105th Street, 2nd Floor
Chicago, IL 60643
PH: (773) 881-2934

05/09/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Mon. 05/21/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 18167**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

05/09/2018



Job Title: **Technical Manager III - Transit Program Controls Specialist**

Agency: Transportation

Closing Date/Time: Mon. 05/21/18 4:30 PM Central Time

Salary: \$4,670.00 - \$6,483.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR# 42750**

This position is accountable for tracking Transit grant records, schedules and tasks to be completed while ensuring compliance with state and federal program requirements.

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 **Monday, May 21, 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.

05/09/2018



Job Title: **Corrections Law Library Assistant**
Agency: Corrections
Closing Date/Time: Mon. 05/21/18 4:00 PM Central Time
Salary: \$3,803.00 - \$5,668.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC 29-10-18-0721A**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework. Requires working knowledge of precedent cases, search procedures, writing style format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary and word usage. Requires analytical ability in working with information such as would typically be acquired through a professional education

WORK HOURS: 7:30AM TO 3:30 PM WITH SAT/SUN OFF
WORK LOCATION: PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764
AGENCY CONTACT: ELAINE RENTZ, HR REP, PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816. FAX: 815/84209079.

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05/09/2018



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: Corrections
Closing Date/Time: Mon. 05/21/18 4:00 PM Central Time
Salary: \$4,904.00 - \$7,489.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **2**
Plan/BU: **CU500**
Bid ID#: **IDOC 29-85-18-0488**

Under general supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance and sanitary and custodial measures for the control of offenders; monitors compliance with Departmental Rules, Administrative Directives and Institutional Directives.

WORK HOURS:

7AM-3PM WITH TUESDAY/WEDNESDAY OFF

3PM-11PM WITH SATURDAY/SUNDAY OFF

LOCATION: IDOC/PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764.

AGENCY CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL. PHONE: 815/842-2816. FAX: 815/842-9079.

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

05/09/2018



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-17-105674

Requires knowledge, skill and mental development equivalent to completion of high school and one year office experience. Requires ability to type accurately at 35 wpm.

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

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05/09/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
\$65,292.00 - \$99,816.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-97-105180**

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 working knowledge of Microsoft Word and Outlook. Requires ability to travel, including overnight travel.

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

05/09/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Thu. 05/17/18 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: **5**

Plan/BU: **RC062**

Bid ID#: **10-91-105695-99**

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. Requires ability to speak, read and write Spanish at a colloquial skill level.

*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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05/09/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 05/17/18 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: 2
Plan/BU: RC062
Bid ID#: 10-91-105693-4

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.

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

05/09/2018



Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Thu. 05/17/18 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#: 10-90-105731

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. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Agency programs, rules and regulations. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to accurately type 45 wpm. Requires the ability to speak, read and 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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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/09/2018



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

05/09/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Fri. 05/18/18 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 44-18-0335**

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. Extensive travel required.

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

05/09/2018



Job Title: **Human Services Casework Manager**
Agency: Human Services
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-104502**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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

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05/09/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-105622**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

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

05/09/2018



Job Title: Office Associate - Opt 2
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 05/18/18 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#: 18165

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. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm.

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

05/09/2018



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.

05/09/2018



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

05/09/2018



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.**

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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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○

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>

05/09/2018



- 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.