



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

05/29/2018



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

Agency: **Human Services**

Closing Date/Time: **Mon. 06/11/18 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#: **10-91-105964**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs.

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

05/29/2018



Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-97-105962

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires ability to type accurately at 30 wpm.

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FAX: 217-524-2116

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>

05/29/2018



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\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
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05/29/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 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#: **10-97-105963**

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 a program planning and development. Requires working knowledge of Microsoft Word and Outlook. Requires ability to travel, including overnight travel.

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05/29/2018



Job Title: **Public Service Administrator - Opt 1 (HR/LR Director)**
Agency: Human Services
Closing Date/Time: Mon. 06/18/18 4:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF063**
Bid ID#: **10-72-106007**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization preferably in professional public personnel. Of the three years requires two years of human resources experience.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave.
Dixon IL 61021
Phone: 815-288-8345
Fax: 815/288-8321

05/29/2018



Job Title: **Public Service Administrator - Opt 8K**
Agency: Juvenile Justice
Closing Date/Time: Mon. 06/25/18 4:00 PM Central Time
Salary: \$7,135.00 - \$10,617.00 monthly
\$85,620.00 - \$127,404.00 annually
Job Type: Full-Time
Location: Jersey County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDJJ27-50-18-0035**

Requires knowledge, skill and mental development equivalent to a doctoral degree in psychology from a recognized college or university supplemented by three (3) years professional experience in Psychology. Requires thorough knowledge of the theories and assumptions underlying the field of Psychology, employing Agency's rules and regulations covering the field of Psychology, application of Psychology to social and emotional deviation

WORK LOCATION:
IYC - Pere Marquette
17808 State Highway 100 West
Grafton, IL 62037

AGENCY CONTACT:
Mary Goetten (618) 786-2371, ext. 110
mary.goetten@doc.illinois.gov

05/29/2018



Job Title: **Public Service Administrator - Information Technology**
Agency: **Comptroller ***
Closing Date/Time: **Fri. 08/31/18 11:59 PM Central Time**
Salary: **\$50,000.00 - \$89,779.00 annually**
Job Type: **Full-Time**
Location: **Statewide, Illinois**
Number of Vacancies: **2**
Plan/BU: **MC-05**
Bid ID#: **18-014**

Illinois Office of the Comptroller
100 West Randolph, Suite 15-500
Chicago, IL 60601
Hours: 8:30 a.m. - 5:00 p.m.

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

05/29/2018



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

05/29/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 5:00 PM Central Time
Salary: \$3,001.00 - \$3,783.00 monthly
\$36,012.00 - \$45,396.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-105868**

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.

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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05/29/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105866

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.

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Closing Date/Time: Thu. 05/31/18 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#: 10-91-105866

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05/29/2018



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105867

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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100 South Grand Ave East, 3rd floor
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05/29/2018



Job Title: **TM II Personnel Support Specialist**
Agency: Transportation
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time
Salary: \$4,105.00 - \$5,710.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42776**

This position is accountable for providing administrative assistance to the district Personnel Services Manager in attending to the daily operations of the Personnel Services Section. This includes, but is not limited to all matters pertaining to discipline, grievances and other confidential matters that impact the district's human resources.

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 **Thursday, May 31, 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.

05/29/2018



Job Title: Health Services Investigator I, Option A - General - Opt A

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 05/30/18 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 18219

*Requires bachelor's degree, preferably with coursework in law, government and health related fields. *Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of State agencies

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

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05/29/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105866

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.

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Ashley Moore
100 South Grand Ave East, 3rd floor
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217-557-0347
FAX: 217-524-2116

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05/29/2018



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105867

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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05/29/2018



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

Agency: **Employment Security**

Closing Date/Time: **Tue. 06/05/18 11:59 PM Central Time**

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

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12113**

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

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)

05/29/2018



Job Title: Office Associate - Opt 1
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 06/05/18 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#: 18286

Under direction, performs a variety of complex clerical work in the Chicago office. Serves as a receptionist for one of the multiple Chicago office desks, including the Secretary and Division Executives' offices; disseminates information to the public via telephone and/or walk-in inquiries of the functions of the Department. Provides clerical office support, including but not necessarily limited to preparing documents, creating and maintaining spreadsheets, filing, entering data into database, answering general inquiries and maintaining the office. Maintains intra-office security program for all visitors entering the Chicago office reception area.

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

05/29/2018



Job Title: **Executive II - Opt SS**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 06/05/18 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS3921**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires two years of responsible administrative experience in a public or business organization. Requires ability to speak and write Spanish at a colloquial skill level. Requires ability to travel.

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

05/29/2018



Job Title: **Office Coordinator - Opt SS2**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 06/04/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS3912**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel.

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

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05/29/2018



Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Mon. 06/04/18 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#: 10-91-105893

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
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05/29/2018



Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Mon. 06/04/18 5:00 PM Central Time
Salary: \$4,476.00 - \$6,124.00 monthly
\$53,712.00 - \$73,488.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-105892**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tolls), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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05/29/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Mon. 06/04/18 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#: **10-97-105899**

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 Office and Outlook. Requires ability to travel, including overnight.

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

05/29/2018



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Mon. 06/04/18 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: **2**
Plan/BU: **RC062**
Bid ID#: **10-97-105897-105898**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development. Requires working knowledge of Microsoft Office and Outlook. Requires ability to travel, including overnight.

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05/29/2018



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\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
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Plan/BU: RC014
Bid ID#: 10-91-105867

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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>

05/29/2018



Job Title: **TM II Personnel Support Specialist**
Agency: Transportation
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time
Salary: \$4,105.00 - \$5,710.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42776**

This position is accountable for providing administrative assistance to the district Personnel Services Manager in attending to the daily operations of the Personnel Services Section. This includes, but is not limited to all matters pertaining to discipline, grievances and other confidential matters that impact the district's human resources.

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 **Thursday, May 31, 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.

05/29/2018



Job Title: Health Services Investigator I, Option A - General - Opt A
Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 05/30/18 11:59 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 18219

*Requires bachelor's degree, preferably with coursework in law, government and health related fields. *Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of State agencies

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

05/29/2018



Job Title: **Executive I - Opt N1**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 06/04/18 11:59 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#: **CS3913**

Under direction, plans, manages, and evaluates the Cook County/Northern Facilities/Mailroom program for the Division of Child Support Services (DCSS); develops and maintains a working relationship with DCSS' main Administrative office to coordinate the implementation of the section's Quality Control program; directs and implements the Cook Central Office mail distribution program for the division; maximizes program effectiveness

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

05/29/2018



Job Title: **Office Coordinator - Opt SS2**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 06/04/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS3912**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience.

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

05/29/2018



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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05/29/2018



- 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.