



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

06/02/2018



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**

Under administrative direction, works with Information Technology and other IOC personnel to analyze and resolve application problems and design software enhancements; responds to software problems and takes corrective actions; codes and tests software problem fixes and enhancements to meet IOC user requirements; documents software changes and applies IOC procedures; assists in the preparation of software for migration between tests and production environments; Assists in the preparation of software for migration between tests and production environments; assists in the conversion of legacy applications to a modern computing environment.

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.

06/02/2018



Job Title: Office Specialist - Opt 2 (Upward Mobility Target Title)
Agency: Department of Labor
Closing Date/Time: Thu. 06/14/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 30080-2018-10-400

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and one year of office experience, or completion of high school and three years of office experience, or three years of independent business experience. Requires extensive knowledge of composition, correct use of grammar, spelling and punctuation, and working knowledge of agency programs, rules and regulations. Requires the ability to type accurately at 30 wpm and extensive computer skills.

Contact:
Illinois Department of Labor
Attention: Ann Pufundt
ann.pufundt@illinois.gov
Fax (217) 782-0596

06/02/2018



Job Title: **Executive I - Opt C1**
Agency: Employment Security
Closing Date/Time: Thu. 06/14/18 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**
Bid ID#: **12123**

Under direction, participates and assists in the organization, planning, execution, control and evaluation of the statewide procurement program for IDES for a variety of assigned procurements, including but not limited to procurements in the areas of contractual services, printing and forms management, commodities, equipment, consulting services IT hardware and software and; selects vendors; executes bidding procedures; writes contracts and prepares award notices; generates purchase orders; provides technical assistance to internal customers and vendors; monitors vendor compliance; investigates complaints, conducts cost analysis studies and provides cost estimates, and reviews reorder dates and other critical dates to ensure that goods and services are available when needed.

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)

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>

06/02/2018



Job Title: **Chief Veterinary Technician**
Agency: Illinois Racing Board
Closing Date/Time: Thu. 06/14/18 5:00 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IRB 18314**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires familiarity with the administrative rules and statute. Requires the ability to be comfortable around horses. Requires ability to stand and walk for long periods of time and the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

Agency Contact:
Illinois Racing Board
Human Resources
100 W. Randolph; 5-700
Chicago, IL 60601
312-814-2600
312-814-5062 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>

06/02/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Thu. 06/14/18 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 18310**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 208 which encompasses the Waukegan, Zion, North Chicago, Willmet, Deerfield and Libertyville areas; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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06/02/2018



Job Title: **Advanced Grantee Auditor - Non-Code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/13/18 5:00 PM Central Time
Salary: \$60,000.00 - \$90,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-03-2018**

Bachelor's degree in accounting or finance or other relevant discipline. Five years of accounting and financial audit experience, preferably with government grants; proficiency in Microsoft Office, Excel, Word, Access, and Power Point. Excellent critical thinking, communication and analytic skills. Ability to work independently and as part of a team; willingness and ability to travel in state, including valid Illinois Driver's License.

Interest should be expressed by email with cover letter, resume and salary history to Dawn English, Human Resources Professional, Illinois Criminal Justice Information Authority, dawn.english@illinois.gov Application process closes on **Wednesday, June 13, at 5pm.**

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.

06/02/2018



Job Title: **Maintenance Equipment Operator**
Agency: Human Services
Closing Date/Time: Wed. 06/13/18 5:00 PM Central Time
Salary: \$4,605.00 - \$6,140.00 monthly
\$55,260.00 - \$73,680.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **10-10-106023**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license - class B. Requires the ability to lift over 50 lbs.

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

06/02/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 06/13/18 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#: **1848029-489579**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312/814-3775
Fax: 312/814-1224
Email: Tracey.Hardrick@illinois.gov

06/02/2018



Job Title: **SVP Evaluator**
Agency: Human Services
Closing Date/Time: Wed. 06/13/18 3:00 PM Central Time
Salary: \$57.72 / Hour
Job Type: Full-Time
Location: Schuyler County, Illinois
Number of Vacancies: **2**
Bid ID#: **TDF-PSC1-2018**

Requires a doctoral degree in psychology from a recognized college or university supplemented by two years of supervised experience in health service of which at least one year is post doctoral and one year is in an organized health service program; or a master's degree in psychology from a recognized college or university supplemented by at least six years of experience as a psychologist with at least two years of supervised experience in health services. Requires registration as a clinical psychologist by the IL Dept. of Financial and Professional Regulation. Requires licensure as a sex offender evaluator pursuant to the Sex Offender Evaluation and Treatment Provider Act.

Kendra Williams, Personnel Director
IL Dept. of Human Services/TDF
17019 County Farm Road
Rushville, IL 62681
Fax: (217) 322-2126
e-mail kendra.williams@illinois.gov

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06/02/2018



Job Title: **Animal & Animal Products Investigator**
Agency: **Agriculture**
Closing Date/Time: **Thu. 06/14/18 5:00 PM Central Time**
Salary: **\$3,784.00 - \$5,448.00 monthly**
Job Type: **Full-Time**
Location: **Tazewell County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **IDOA 1794**

Requires knowledge, skill and mental development equivalent to the completion of two years of college with course work in animal husbandry, law enforcement or a related field. Requires one year of professional experience in a compliance enforcement capacity in an agriculture industry or evidence of completion of an agency approved training program. Requires working knowledge of state and federal statutes, rules and regulations related to meat inspection. Requires working knowledge of procedures utilized in gathering and assembling evidence, in determining compliance and in initiating formal corrective action on violations.

IDOA
John R. Block Building
Bureau of Human Resources
PO Box 19281
Springfield, IL 62794-9281
(217) 785-5099

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>

06/02/2018



Job Title: **Executive I - Opt C1**
Agency: Employment Security
Closing Date/Time: Thu. 06/14/18 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**
Bid ID#: **12123**

Under direction, participates and assists in the organization, planning, execution, control and evaluation of the statewide procurement program for IDES for a variety of assigned procurements, including but not limited to procurements in the areas of contractual services, printing and forms management, commodities, equipment, consulting services IT hardware and software and; selects vendors; executes bidding procedures; writes contracts and prepares award notices; generates purchase orders; provides technical assistance to internal customers and vendors; monitors vendor compliance; investigates complaints, conducts cost analysis studies and provides cost estimates, and reviews reorder dates and other critical dates to ensure that goods and services are available when needed.

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

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

06/02/2018



Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Wed. 06/13/18 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-97-106062**

Under administrative direction, serves as Bureau Chief for the Bureau of Training and Development; organizes, plans executes, controls and evaluates the programs and activities in the Bureau. Speaks on behalf of the Director of the Division of Family and Community Services (FCS). Develops and recommends appropriate policies and procedures and implements strategies to meet goals and expectations of the Division with other Sections, Offices and Divisions. Establishes and maintains collaborative relationships with all DHS Divisions, Offices and Sections, as well as other Agencies and communities organizations. Serves as training liaison for the Division and coordinates staff participation in conferences workshops and training conducted by other Divisions and Departments.

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

06/02/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Wed. 06/13/18 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
\$32,400.00 - \$43,692.00 annually
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **2018-52-10-74-106014**

Requires knowledge, skill and mental development equivalent to the completion of high school supplemented by six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery equipment found in the assigned area. Requires ability to lift up to 35 pounds and perform heavy physical work which includes climbing ladders for necessary cleaning. Requires ability to communicate clearly, both verbally and in written form.

Agency Contact Information:

IDHS - Murray Development Center
Attn. Personnel, Trisha Shipley or Jeanette Hodge
1535 W. McCord St.
Centralia, IL 62801
Ph. (618) 532-1811 ext. 4813 or 4815
Fax (618) 545-0466
Email: Trisha.Shipley@Illinois.gov or Jeanette.Hodge@Illinois.gov

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

06/02/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Thu. 06/14/18 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 18310**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 208 which encompasses the Waukegan, Zion, North Chicago, Willmet, Deerfield and Libertyville areas; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

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

06/02/2018



Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Wed. 06/13/18 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#: 10-91-106013

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires working knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 wpm. Requires knowledge and understanding of medical, technical and legal terminology. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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>

06/02/2018



Job Title: **Veterans Employment Representative I - Opt 2**
Agency: Employment Security
Closing Date/Time: Wed. 06/13/18 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RCRA 12122**

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**. Requires extensive knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life and benefits available to veterans, including education and training. Requires ability to follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

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

06/02/2018



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

06/02/2018



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.

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

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>

06/02/2018



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.

06/02/2018



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

06/02/2018



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

06/02/2018



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

06/02/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 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: Macon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-94-105953-105954**

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

06/02/2018



Job Title: **Human Services Casework Manager**
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 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#: **10-91-105966**

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

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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06/02/2018



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: Saline County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-95-105940

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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06/02/2018



Job Title: Office Administrator III - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Vermilion County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-93-105986

Requires knowledge, skill and mental development equivalent to completion of two years study at a secretarial/business college and one year's office experience or completion of high school and three years Office Assistant experience or three years independent business experience. Requires ability to type 30 wpm.

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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06/02/2018



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Rock Island County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-93-105290**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization.

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

06/02/2018



Job Title: Office Administrator II - Opt 2 (Upward Mobility Target Title)
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: McLean County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-93-105985

Requires knowledge, skill and mental development equivalent to completion of high school and two year's office experience; or, two years of independent business experience. Requires working knowledge of office procedures and programs. Requires working knowledge of elementary mathematics and grammar. Requires ability to operate manual and automated office equipment. Requires ability to lift 25 lbs and ability to stoop, bend and lift arms about shoulder level. Requires the ability to type 30 wpm.

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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Job Title: **Veterans Employment Representative I - Opt 2**
Agency: Employment Security
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12115**

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 APPLY:

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

06/02/2018



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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- 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.