



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

06/03/2018



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.

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

06/03/2018



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.

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

06/03/2018



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

06/03/2018



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

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>

06/03/2018



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.

06/03/2018



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

06/03/2018



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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06/03/2018



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

06/03/2018



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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

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06/03/2018



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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Ashley Moore
100 South Grand Ave East, 3rd floor
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06/03/2018



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

06/03/2018



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)

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

06/03/2018



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>

06/03/2018



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, Willmetts, 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

06/03/2018



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.

06/03/2018



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

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06/03/2018



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

06/03/2018



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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06/03/2018



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

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06/03/2018



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.

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CMS EMPLOYMENT

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06/03/2018



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.

What is the CTA Second Chance Program?

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



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

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>

06/03/2018



- 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.