



03/288/2020

Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Wed. 04/22/20 5:00 PM Central Time
Salary: \$4,295.00 - \$12,734.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-05-116294**

Required Qualifications:

- Must have four years of college with coursework in public administration or business administration, master's degree preferred
- Must have prior experience equivalent to four years of progressively responsible administration experience in a public or business organization.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL

ATTN: AMY COOK

100 S. GRAND AVE. EAST, 3RD FL.

SPRINGFIELD, IL 62762

FAX: (217) 524-3385

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Revenue Auditor I**
Agency: Revenue
Closing Date/Time: Fri. 04/10/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **DOR 21878**

Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-9925 Fax

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03/288/2020

Job Title: **Revenue Auditor I**
Agency: Revenue
Closing Date/Time: Fri. 04/10/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **DOR 21878**

Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics.

Agency Contact:

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03/288/2020

Job Title: **Educator - Opt C**
Agency: Juvenile Justice
Closing Date/Time: Thu. 04/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-20-0072**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBSI) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles.

AGENCY CONTACT:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

Melissa Stewart, 2715 W. Monroe/Springfield, IL 62704

(217) 557-4021 desk (217) 557-1107 fax melissa.k.stewart@illinois.gov – preferred

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Educator - Opt B (Math Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Thu. 04/30/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-20-0003**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Mathematics**. Requires elementary knowledge of behavior modification principles.

IL Department of Juvenile Justice Illinois Youth Center - St. Charles
Kathy Borkowski, Human Resources Representative
3825 Campton Hills Road
St. Charles, IL 60175
PHONE: 630-584-0506 ext 1519
FAX: 630-584-1014
EMAIL: Kathy.Borkowski@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Internal Security Investigator II**
Agency: Human Services
Closing Date/Time: Wed. 04/08/20 5:00 PM Central Time
Salary: \$5,249.00 - \$7,967.00 monthly
\$62,988.00 - \$95,604.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-17-116065**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or a related field; OR Requires knowledge, skill and mental development equivalent to completion of four years of college.

Agency Contact:

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Wed. 04/08/20 5:00 PM Central Time
Salary: \$4,971.00 - \$7,503.00 monthly
\$59,652.00 - \$90,036.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-116283**

Requires knowledge, skill and mental development equivalent to 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.

Agency Contact:
Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Stores Clerk**
Agency: Workers Compensation Commission
Closing Date/Time: Fri. 03/27/20 11:59 PM Central Time
Salary: \$2,766.00 - \$3,696.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IWCC-50-20-0036**

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Telecommunicator Specialist**
Agency: State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-018**

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. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system.

Agency Contact

Apply via Email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Registered Nurse II**
Agency: Human Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **05**
Plan/BU: **RC023**
Bid ID#: **10-72-115546-115550**

Requires (a) graduation from an approved nursing education program resulting in an Associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or (b) a bachelor's degree in nursing and one year of professional nursing experience, or (c) a Master's degree in nursing. Requires licensure as a Registered Nurse in the state of Illinois.

AGENCY CONTACT:

Ludeman Center
Human Resources Office
114 N. Orchard Drive
Park Forest, IL 60466
Fax: 708-283-3017
Email: alice.chambers@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: Human Rights Investigator Trainee - Continuous
Agency: Human Rights Department
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Bid ID#: IDHR49- Continuous

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

This position requires a current eligibility grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. Potential candidates must have a valid eligibility grade to be considered when positions are filled. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Seasonal Engineering Intern - District 1**
Agency: Transportation
Closing Date/Time: Fri. 04/03/20 4:30 PM Central Time
Salary: \$17.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **50**
Bid ID#: **IPR#44272**

The Seasonal Engineering Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 18, 2020, through August 14, 2020. This position is accountable for providing engineering assistance for all aspects of highway-related design, construction, and maintenance projects.

7:00 am – 3:30 pm Monday – Friday (30 min lunch)

Office of Highways Project Implementation / Bureau of Construction / Region 1 / District 1 / 201 W Center Ct., Schaumburg, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Registered Nurse II**
Agency: Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10-77-38132**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or (b) a bachelor's degree in nursing and one year of professional nursing experience or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory. Requires extensive knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to respond to and apply emergency medical techniques such as mouth to mask CPR, manual resuscitation, control of bleeding and airway maintenance. Requires ability to pass Crisis Prevention Intervention (CPI).

Employment Contact:

Alton Mental Health Center
Office of Human Resources & Labor Relations
Cedar Building
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253 or 52
elton.arrindell@illinois.gov
Fax: 618-474-5538

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/288/2020

Job Title: **Underage Compliance Assistant**
Agency: Liquor Control Commission
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **100**
Bid ID#: **ILCC CP1001**

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.

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
217-782-6562 Phone
217-524-1911 Fax

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Fax the application to: 217-524-1911 OR mail it to the Agency Contact address: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702.

You will be contacted if chosen for an interview.

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03/288/2020

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-017**

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

Agency Contact

Apply via Email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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03/288/2020

Job Title: **Mental Health Specialist I - Opt MC / Trainee**
Agency: Human Services
Closing Date/Time: Thu. 04/16/20 5:00 PM Central Time
Salary: \$3,314.00 - \$4,898.00 monthly
\$39,768.00 - \$58,776.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-116393**

Requires knowledge, skill and mental development equivalent to (1) a bachelor's degree in one of the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Specialist Trainee level or (2) two years paraprofessional experience in, or applicable to the care, treatment and development of individuals with mental illness or intellectual disabilities and successful completion of an approved training program.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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03/288/2020

Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 04/16/20 5:00 PM Central Time
Salary: \$3,874.00 - \$5,685.00 monthly
\$46,488.00 - \$68,220.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-116509**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Ocp.irtmncnt of Financial and Professional Regulation. • This class is included as an Upward Mobility Program credential title.

Anticipated Started Salary Range – \$46,488 - \$68,220

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.HiringUnit@illinois.gov.

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03/288/2020

Job Title: **Appellate Court Research Attorney**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Fri. 04/17/20 4:30 PM Central Time
Salary: \$62,244.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **314**

EDUCATION AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association is required. Applicant should possess excellent research, case analysis and writing skills.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents.

Interested individuals should submit a cover letter, resume including grade point average, writing sample and law school transcript via regular mail to:

**Kathleen Warnick
Legal Research Director
First District Appellate Court
160 North LaSalle Street, Room N1400
Chicago, IL 60601**

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03/288/2020

Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 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, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

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.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).