



06/14/2020

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

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).



06/14/2020

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436

OR

Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

[Click Here for Applicant Information and Grading Procedures](#)

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06/14/2020

Job Title: **IL - HEALS Research Assistant**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/24/20 5:00 PM Central Time
Salary: \$50,000.00 - \$55,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-08-2020**

Experience : At least three years of experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering interview and/or focus group protocols, analyzing qualitative or quantitative data, and writing major findings. Prior experience conducting research related to victims, victim services, or related fields of victimology is preferred. Prior experience conducting or assisting with program evaluation research is preferred.

Please apply by emailing a cover letter and resume to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

For example: HEALS Research Asst../John Doe

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06/14/2020

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 06/23/20 11:59 PM Central Time
Salary: \$3,004.00 - \$4,126.00 monthly
\$36,048.00 - \$49,512.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-22761-62**

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

Anticipated Started Salary Range – \$36,048 - \$49,512

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

Bureau of Employee Services

Greer McNeil

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

FAX: 217-524-2116

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06/14/2020

Job Title: **Student Worker**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 06/23/20 11:59 PM Central Time
Salary: \$1,346.00 - \$2,990.00 monthly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **BBR**
Bid ID#: **IWCC-50-37-20-0051**

Requires enrollment at an accredited college.

Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.

Applications (CMS 100) are available on the Forms page of the work.illinois.gov website or at any of the CMS Assessment Centers. Please contact the CMS Assessment Center nearest to you for more information or call 217-782-7100.

Applicants will **not** be considered without an application.

Send applications to:

Illinois Workers' Compensation Commission
Human Resources Department
100 W. Randolph St., 8th Floor
Chicago, IL 60601

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06/14/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Wed. 06/17/20 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#: **2013045-135193**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

Work Location:
Children & Family Services
Licensing
1911 S. Indiana, Chicago, IL 60616
Supervisor: Sherrye Hampton

Contact:
Name: Karen Wagner
Address: 1911 S. Indiana, 9th FL, Chicago, IL 60616
Phone: 312-328-2461
E-mail DCFS.LicensingPersonnel@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).



06/14/2020

Job Title: **Senior Public Service Administrator - Opt 8N**
Agency: Public Health
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **IDPH 49-20-0269**

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in health education, physical and biological sciences, nursing. Requires prior experience equivalent to four years of progressively responsible administrative experience in a business or private organization. Requires licensure as a Registered Nurse.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@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).



06/14/2020

Job Title: **Licensed Practical Nurse II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: \$3,394.00 - \$4,791.00 monthly
\$40,728.00 - \$57,492.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-22793**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. This class is included as on Upward Mobility Program credential title. Requires extensive knowledge of protocol nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by physicians or professional nurses.

[Click Here for Applicant Information and Grading Procedures](#)

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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).



06/14/2020

Job Title: **Registered Nurse II-Infection Control Coordinator**
Agency: Human Services
Closing Date/Time: Wed. 06/17/20 4:00 PM Central Time
Salary: \$5,372.00 - \$7,305.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC023**
Bid ID#: **10-72-22792**

Requires graduation from an approved nursing education program resulting in an associate degree in nursing and two years of progressively responsible nursing experience or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Requires licensure as a Registered Nurse in the state of Illinois. Requires previous experience in infection control, Public Health or school nursing. Candidates must have basic computer software skills and knowledge of statistics. Requires ability to travel. Requires the ability to obtain the certification of Infection Prevention and Control (CIC) within 2 years in accordance with the Gubernatorial Disaster Proclamation issued 3/9/2020, Executive Order 2020-10, and the Department of Human Services operational efforts to meet urgent public health conditions.

AGENCY CONTACT

Alice M. Chambers
Human Resources Representative
114 North Orchard Drive
Park Forest, IL 60466
email: alice.chambers@illinois.gov
fax:708-283-3017

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06/14/2020

Job Title: **Mental Health Technician Trainee I or II**
Agency: Human Services
Closing Date/Time: Tue. 06/16/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **20**
Plan/BU: **RC009**
Bid ID#: **10-82/22575-94**

Mental Health Tech Trainee

Requires knowledge skill and mental development equivalent to completion of high school.
Requires ability to participate in and successfully complete a comprehensive training program.

Mental Health Tech 1

Requires knowledge, skill and mental development equivalent to completion of high school.
Requires successful completion of a comprehensive training program at the Mental Health Trainee level.

Mental Health Tech 2

Requires knowledge, skill and mental development equivalent to completion of high school.
Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habilitation of individual with mental illness or developmental disabilities.

To qualify for Spanish Speaking option with bilingual pay; requires ability to Speak, read and write Spanish at a colloquial skill level.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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06/14/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-82/22806**

Requires an Illinois license to practice medicine and American Board of Specialties certification, or its equivalent, in a position related to psychiatry. Requires three years of substantive medical administration experience in the directing, planning and evaluating a medical/clinical or medical program. Must attend and pass all mandatory training.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax# 708-338-7078

Non- Bargaining Salary

Anticipated Starting Salary \$200,000/yr - \$248,664/yr

Full Salary Range \$125,292/yr - \$261,096/yr

This position is not in the union

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06/14/2020

Job Title: **Clinical Psychologist**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 11:59 PM Central Time
Salary: \$5,882.00 - \$9,006.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-79-22800**

Requires a doctoral degree in psychology from a recognized college or university supplemented by two years of supervised experience in health services 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 licensure as a Clinical Psychologist by the Illinois Department of Financial and Professional Regulation. Requires ability to meet criteria as a Qualified Intellectual Disability Professional (QIDP). Requires ability to meet the performance standards of the Psychology Department requirements as a Clinical Psychologist.

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please click here.

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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06/14/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-82-22736-37**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires the ability to work effectively in a psychiatric inpatient setting. Requires ability assess patients' current level of functioning, strengths, needs and interests and be able to plan and implement an Activity Therapy that meets the needs of the population served. Requires the ability to work in a multi-disciplinary setting offering expertise and activity therapy with other staff.

Work Hours:

TBD-Schedule determine upon hire

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

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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06/14/2020

Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: \$4,247.00 - \$6,311.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-79-22734**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional personnel experience, preferably in human resources or satisfactory completion of an approved training program. Requires working knowledge of the Personnel Rules, Pay Plan; FMLA, collective bargaining agreement, group insurance regulations, retirement system benefits and deferred compensation. Requires ability to communicate with a wide variety of people, both verbally and in writing. Requires working knowledge of computer programs, including the ability to develop spreadsheets and track information within a database.

Work Location:

IDHS- Division of Mental Health
Chicago Read Mental Health Center
4200 N. Oak Park Ave
Chicago, IL 60634

8:30 am – 5:00 pm (M-F)

Anticipated Starting Salary Range – \$50,964- \$75,732

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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06/14/2020

Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)
Agency: Environmental Protection Agency
Closing Date/Time: Thu. 06/18/20 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#: 46-13-79

Education and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), general, industrial, mechanical, chemical, public health, electronic, acoustical or aeronautical engineering or engineering mechanics or a closely related engineering specialty.

Where to Apply (Agency Contact):

Kathy Taylor
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276
(217)785-1745
Fax (217)524-6907
Kathy.Taylor@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).



06/14/2020

Job Title: **Accountant (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2020018-203675**

Requires a bachelor's degree in accounting or an allied field; qualified state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirement for this classification; requires possession of a valid driver's license and ability to travel.

Work hours:
8:30 a.m.-5:00 p.m.

Work Location:
Children & Family Services
15115 S Dixie Hwy
Harvey, IL

Contact:
Cherrelle Brinker
406 E. Monroe, Station 440
Springfield, IL 62701
217-524-4391
Fax: 217-785-1765
Email: cherrelle.brinker@illinois.gov

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06/14/2020

Job Title: **Paralegal Assistant**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2003014-030837**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; requires travel.

Anticipated Starting Salary: \$3,727

Current Bargaining Unit Employees: Contractual Language Applies

Full Bargaining Unit Range: \$3,727-5,422

Work hours:
8:30 a.m.-5:00 p.m.

Work Location:
Children & Family Services
2245 W Ogden, 3rd Fl
Chicago, IL

Contact:
Heather Poe
406 E. Monroe, Station 373
Springfield, IL 62701
217-524-0266
Fax: 217-524-3970
Email: heather.poe@illinois.gov

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06/14/2020

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: \$3,576.00 - \$5,139.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-08-2020**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit a CMS-100 Employment Application and Bid form (**Bid Form is required only if you are a current or former State employee**) to:

cja.hrdepartment@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).



06/14/2020

Job Title: **Criminal Justice Specialist I – Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: \$4,054.00 - \$6,002.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CJIA 10231-09-2020**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, violence prevention, government, public administration, sociology, accounting or political science or related field. Master's degree preferred. Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation, or assessment of programs in criminal justice, violence prevention, government, public administration, sociology, accounting, political science, or equivalent advanced academic work. Professional experience in grant preparation and grant/contract monitoring; budget preparation; and tracking of expenditure and objectives and outcomes preferred. Requires working knowledge of the criminal justice system. Must be proficient in analytical skills and oral communications. Requires ability to utilize word processing software and office equipment. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit a CMS-100 Employment Application and Bid form (**Bid Form is required only if you are a current or former State employee**) to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

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06/14/2020

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

EXPERIENCE AND EDUCATION: A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

PHYSICAL REQUIREMENTS: Work is generally performed in a professional office working environment. This position requires the ability to lift and move servers, storage systems, computers, monitors, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Applicant must have the ability to work additional hours and travel, including overnight stays, as required.

Work Hours: 8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Agency Contact: Barbara Black
Phone: (217) 524-6429

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).



06/14/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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