



**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

07/17/2018



**Job Title:** Juvenile Justice Youth and Family Specialist - Opt 1  
**Agency:** Juvenile Justice  
**Closing Date/Time:** Thu. 07/19/18 5:00 PM Central Time  
**Salary:** \$4,571.00 - \$6,878.00 monthly  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC062  
**Bid ID#:** IDJJ-2700-18-0021

Requires a bachelor's degree in counseling or a closely related social science degree. Requires two years of professional experience working with youth in juvenile services. Requires a bachelor's degree from an accredited college or university. Requires three years of professional experience in counseling or casework.

**Work Hours:** Sun & Mon: 7:00-3:00, Tues – Thurs: 11:00 – 7:00, Fri/Sat: off

**Work Location:** 1010 Dixie Highway, Suite 100, Chicago Heights, IL 60411

**Agency Contact:** Quierra Phillips, Human Resources Rep. – Aftercare, 2715 W. Monroe Street, Springfield, IL 62704; [Quierra.C.Phillips@illinois.gov](mailto:Quierra.C.Phillips@illinois.gov)

07/17/2018



Job Title: **Health Information Administrator**  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 4:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-81-106616**

Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Associate as a Registered Health Information Administrator (RHIA). Requires one year of professional experience in a health information records facility; or requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT). Requires 5 years of progressively responsible experience as an RHIT in management of a medical records program.

**CONTACT INFORMATION**

Elgin Mental Health Center  
Human Resource Office  
750 S. State Street  
Elgin, IL 60123  
847-742-1040, Ext. 2095; Fax: 847-429-4933

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

07/17/2018



Job Title: **Court Operations Assistant**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Fri. 07/20/18 4:30 PM Central Time  
Salary: \$29,665.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **247**

The successful candidate must possess the ability to set up and prepare courtroom for session and, as needed, perform bailiff duties during court sessions; maintain order and decorum during court proceedings, ability to accurately sort and distribute mail and packages; working knowledge of photocopying equipment; effectively communicate both verbally and in writing, and associate with employees and the public in a pleasant, courteous, and helpful manner.

First District Appellate Court  
160 North LaSalle Street, S1405  
Chicago, IL 60601

Agency Contact:  
Darrin Shaffer  
(312) 793-5415

07/17/2018



Job Title: **Staff Training Specialist**  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time  
Salary: \$3,174.00 - \$6,452.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 17-016**

Requires bachelor's or higher degree in a major such as social science, public administrator or related. Requires three or more years of related experience. Must have ability to be detail-oriented when following study procedures, excellent communications skills, ability to prioritize workload and carry out assignments with minimum supervision. Ability and willingness to travel extensively. Must have intermediate computer skills and be knowledgeable of Microsoft Word, Excel and PowerPoint.

Illinois Department of Human Services  
Office of TANF Workforce Development  
1308 W 105th Street  
Chicago, IL

**Applications should be emailed to:**  
Latanya Law-Fountain/Associate Director  
[Latanya.M.Law-Fountain@Illinois.gov](mailto:Latanya.M.Law-Fountain@Illinois.gov)

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>



07/17/2018



Job Title: **Hearings Referee**  
Agency: Employment Security  
Closing Date/Time: Fri. 07/20/18 11:59 PM Central Time  
Salary: \$5,770.00 - \$8,873.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **7**  
Bid ID#: **RCRA12133**

Requires graduation from a recognized law school, possession of a license to practice law in Illinois in two year professional experience in litigation, administrative hearings, or related legal work; thorough knowledge of judicial and quasi-judicial rules and of procedures of administrative hearings; extensive knowledge of State of Federal agency specific laws and applicable rules and regulations; working knowledge of telecommunication systems used for telephone hearing process

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

07/17/2018



Job Title: **Staff Training Specialist**  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time  
Salary: \$3,174.00 - \$6,452.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 17-016**

Requires bachelor's or higher degree in a major such as social science, public administrator or related. Requires three or more years of related experience. Must have ability to be detail-oriented when following study procedures, excellent communications skills, ability to prioritize workload and carry out assignments with minimum supervision. Ability and willingness to travel extensively. Must have intermediate computer skills and be knowledgeable of Microsoft Word, Excel and PowerPoint.

Illinois Department of Human Services  
Office of TANF Workforce Development  
1308 W 105th Street  
Chicago, IL

**Applications should be emailed to:**  
Latanya Law-Fountain/Associate Director  
[Latanya.M.Law-Fountain@Illinois.gov](mailto:Latanya.M.Law-Fountain@Illinois.gov)

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07/17/2018



Job Title: **Social Service Program Planner III**  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 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#: **10-90-106648**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a related Master's degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development. Requires thorough knowledge of program goals, objectives, deliverables, performance measures and standards.

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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07/17/2018



Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 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#: 10-91-106639

Requires knowledge, skill and mental development equivalent to completion of high school and one year of 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  
Amy Cook  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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07/17/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Fri. 07/20/18 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: **RC028**  
Bid ID#: **10-91-106640**

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 to training and experience. 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

07/17/2018



Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 07/27/18 4:00 PM Central Time  
Salary: \$4,476.00 - \$6,124.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82/106581**

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 of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program.

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

Fax # 708-338-7078

07/17/2018



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 07/26/18 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#: 10-17-106758

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to type accurately at 35 wpm. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and computer software such as Microsoft Word, Excel, Microsoft Outlook, and on-line databases with scanning functions. May require licensure as a notary republic.

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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07/17/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 07/26/18 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#: **1849047-497805**

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; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W Roosevelt, 2nd Fl  
Chicago, Illinois 60608  
**Phone:** 312-814-3775  
**Fax:** 312-814-1224  
**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

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07/17/2018



Job Title: **Research Assistant - Contract Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time  
Salary: \$18.00 - \$18.00 hourly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-07-2018**

Bachelor's degree in criminal justice, psychology, political science, or similar social science field and at least 3 months experience in a social science research position (includes assistantships and internships). Knowledge, skill, and experience equivalent to graduate/PhD level standing; coursework in criminal justice, criminology, law, research methods, journalism, statistical analysis, program evaluation, public policy, or related areas; strong oral and written communication skills; knowledge of the criminal justice system; working knowledge of American Psychological Association (APA) citation and format style; technical report writing experience; experience using Microsoft Office; SPSS, R, NVivo software experience a plus; Human Subjects Protection Course Certification required.

Please submit by email a cover letter and resume to:

Dawn English, Human Resources Professional  
[dawn.english@illinois.gov](mailto:dawn.english@illinois.gov)

07/17/2018



Job Title: **Social Service Program Planner Iv**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1864012-644610**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate contracts, programs, and procedures; requires ability to use computer and software on a daily basis; requires possession of a valid driver's license and ability to travel.

Contact:  
Shirley Treseler  
406 E. Monroe, Station 440  
Springfield, Illinois 62701  
217-524-4391  
Email: Shirley.Treseler@illinois.gov  
Fax: 217-785-1765

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07/17/2018



Job Title: **Environmental Protection Engineer I (Upward Mobility Target Title)**

Agency: Environmental Protection Agency

Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time

Salary: \$4,898.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **14-0095**

Education & 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 course work associated with environmental (sanitary, hydraulic, hydrology and air pollution specialties), civil (sanitary, hydraulic and hydrology 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. Prefers a bachelor's degree in agricultural or civil engineering. Requires no previous experience.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
217/785-1745  
Fax: 217/524-6907

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07/17/2018



Job Title: **Public Service Administrator - Opt 2**  
Agency: Human Services  
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
\$73,692.00 - \$113,664.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-00-106674**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in fiscal and accounting. Requires three years progressively responsible administrative experience in auditing, business management, public administration, economics, accounting or closely related field. Requires the ability to travel.

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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07/17/2018



Job Title: **Technical Advisor II**  
Agency: Commerce Commission  
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time  
Salary: \$4,983.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **2018-15**

Requires a law degree and a license to practice law in the State of Illinois; extensive knowledge of the personal computer and its related software programs and applications; and superior oral and written English communication skills.

To apply, submit a cover letter, resume, CMS-100, copies of college and law school transcripts, and proof of any Veteran status to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701, or by email to [jennifer.mcanarney@illinois.gov](mailto:jennifer.mcanarney@illinois.gov). Questions may be referred to Jennifer McAnarney at 217-557-3912 or [jennifer.mcanarney@illinois.gov](mailto:jennifer.mcanarney@illinois.gov).



07/17/2018



Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)  
Agency: Environmental Protection Agency  
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time  
Salary: \$4,898.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: 14-0096

Under direct supervision of the Peoria Regional Manager, Peoria Regional Office in the Field Operations Section, Division of Water Pollution Control, Bureau of Water, conducts livestock feeding facility surveys, stream pollution surveys of problems related to livestock waste discharges or agricultural chemical. Investigates citizen complaints of odors or pollution from livestock or agricultural chemical operations; prepares engineering reports of field inspections.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
217/785-1745

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07/17/2018



Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 07/26/18 4:30 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-80-18-67 / 106553**

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 Department of Financial and Professional Regulation.\* This class is included as an Upward Mobility Program credential title.

Location: Dietary Department  
Hours: 8:00 AM - 4:30 PM  
Days Out: Saturday & Sunday

Contact Person: Donna Patterson / Stacey Busby / Teresa Gibbs  
PH: (618) 833-5161, ext. 2486 or 2222

07/17/2018



Job Title: **Educator - Opt B (Music Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0016**

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 Music. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217  
217-782-8916 – Fax

07/17/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 07/24/18 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: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-92-106687**

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.

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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07/17/2018



## 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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