



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
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FAX: 217-557-4502

Chicago Austin * Oak Park * Riverside *
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Grange * LaGrange Park * Western Springs

07/18/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 08/08/18 4:30 PM Central Time
Salary: \$4,253.00 - \$5,787.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-70-18-106732-32**

Requires a Bachelor's degree in human services professional field i.e., sociology, special education, rehabilitation, counseling, psychology or a doctor of medicine or osteopathy or a registered nurse, plus one year experience working directly with developmentally disabled people.

Contact:
Human Resources
Ann M. Kiley Center
1401 W. Dugdale Rd
Waukegan, IL 60085
fax: 847-249-0722

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>

07/18/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Wed. 08/08/18 4:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-70-18-106685-33**

Requires knowledge, skill, and mental development equivalent to completion of four years college; one year of professional personnel experience; knowledge of computers and various computer software programs; and composition skills.

Contact: Human Resources
Ann M. Kiley Center
1401 W. Dugdale Road
Waukegan, IL 60085
phone: 847-249-0600
fax: 847-249-0722

07/18/2018



Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 08/08/18 4:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-70-18-106608-34**

Under direction of the Unit Administrator, performs responsible administrative secretarial work for the Unit. Types a variety of materials from sources such as hand written documents and oral dictation including minutes of meetings, letters, memorandums, personnel forms, timekeeping documents, reports or correspondence of a sensitive/confidential nature relating to management reports, bargaining unit/management issues and legal documents. Checks form and content of correspondence and documents requiring supervisor's signature; maintains records and files pertaining to regulations and confidential files.

Contact: Human Resources
Ann M. Kiley Center
1401 W. Dugdale Rd
Waukegan, IL 60085
FAX: 847-249-0722

07/18/2018



Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/30/18 4:30 PM Central Time
Salary: \$3,492.00 - \$4,913.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **10-80-18-70 / 106788**

Requires knowledge, skill, and mental development equivalent to completion of high school. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals, use of leather restraint devices and knowledge of security enforcement practices and techniques. Requires current Illinois driver's license.

Location: Security Department
Hours: 2:00 PM - 10:00 PM Monday, Tuesday & Wednesday
6:00 AM - 2:00 PM Saturday & Sunday
Days Out: Thursday & Friday

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

07/18/2018



Job Title: **Social Worker III**
Agency: Human Services
Closing Date/Time: Fri. 07/27/18 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: **RC063**
Bid ID#: **10-76-106627**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled patients. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Prefers extensive knowledge in working with patients in long-term care and/or experience in community-based mental health. Prefers extensive knowledge in working with computer software, specifically Microsoft Office Suite.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/18/2018



Job Title: **Employment Security Specialist I - Opt SS**
Agency: Employment Security
Closing Date/Time: Fri. 07/27/18 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RCRA 12134**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws. Requires knowledge of automated system capabilities within IDES.

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

07/18/2018



Job Title: **Administrative Assistant I - Opt A1**
Agency: Employment Security
Closing Date/Time: Fri. 07/27/18 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RCRA 12135**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to prepare written and oral reports; to establish and maintain effective working relationships with agency personnel. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet.

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

07/18/2018



Job Title: **Arts Council Program Coordinator**
Agency: Arts Council
Closing Date/Time: Fri. 07/27/18 11:59 PM Central Time
Salary: \$4,571.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10**

Requires knowledge, skill and mental development equivalent to completion of four years of college with strong emphasis in the fine arts, literary arts, performing arts, humanities, or closely related field. Requires a minimum of three years of credentials/background and/or recent professional experience in the arts/arts administration defined as job experience. Experience with and/or working knowledge of professional development and artistic resources for individual artists.

NON STATE EMPLOYEE: Please refer to the Work4Illinois Website at and submit your application at https://www2.illinois.gov/sites/work/Pages/CMS100_help.aspx select Application Procedures.

07/18/2018



Job Title: **Physician Specialist - Option C - Opt 18**
Agency: Human Services
Closing Date/Time: Mon. 07/30/18 5:00 PM Central Time
Salary: \$12,454.00 - \$16,171.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC063**
Bid ID#: **10-72-105491**

Requires an Illinois license to practice medicine and completion of an approved residency in psychiatry. Prefers experience providing services to individuals who are developmentally disabled.

AGENCY CONTACT
Alice M. Chambers
Human Resources Representative
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015-Phone
708-283-3017-Fax

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07/18/2018



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

07/18/2018



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

07/18/2018



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

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07/18/2018



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)

07/18/2018



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

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07/18/2018



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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07/18/2018



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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07/18/2018



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

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07/18/2018



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

07/18/2018



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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07/18/2018



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

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07/18/2018



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

07/18/2018



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

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Schedule Testing Check in time for tests - clerical and non-clerical is anytime
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