



**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

07/19/2018



Job Title: **Public Service Administrator - Information Technology**  
Agency: **Comptroller \***  
Closing Date/Time: **Fri. 08/31/18 11:59 PM Central Time**  
Salary: **\$50,000.00 - \$89,779.00 annually**  
Job Type: **Full-Time**  
Location: **Statewide, Illinois**  
Number of Vacancies: **2**  
Plan/BU: **MC-05**  
Bid ID#: **18-014**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with a B.A. in Computer Science, or a related field, with courses in Computer Science or Information Systems and three (3) years of progressively responsible administrative experience in a public or business organization; or any equivalent combination of the above requirements may be acceptable.

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

Applicants must submit the **Comptroller's application** by the closing date of this posting in order to be considered for this position. No other applications, including the CMS100, will be accepted.

07/19/2018



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

07/19/2018



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

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>

07/19/2018



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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07/19/2018



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)

07/19/2018



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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07/19/2018



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



07/19/2018



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

07/19/2018



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).

07/19/2018



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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07/19/2018



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

07/19/2018



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



07/19/2018



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

07/19/2018



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

07/19/2018



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

07/19/2018



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)

07/19/2018



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)



07/19/2018



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](https://www2.illinois.gov/sites/work/Pages/CMS100_help.aspx) select Application Procedures.

07/19/2018



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

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>

07/19/2018



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

07/19/2018



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

07/19/2018



## 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.

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

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[WORKFORCE@LASHAWNFORDD.COM](mailto:WORKFORCE@LASHAWNFORDD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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