



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
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Chicago Austin * Oak Park * Riverside *
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Grange * LaGrange Park * Western Springs

07/20/2018



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-72-106850**

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

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@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>

07/20/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Children & Family Services
Closing Date/Time: Wed. 08/01/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1824006 - 242186L**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois and three years of administrative experience in the practice of law, preferably in the areas of child welfare or public welfare law; requires possession of a valid driver's license and ability to travel; joint degree of law with Masters of Social Work (MSW) is preferred.

Contact: Dahra Parenteau Office of the Guardian 17 N. State Street, 7th Fl Chicago, IL 60602
PHONE: 312-793-1430; **FAX:** 312-793-3546
E-MAIL: Dahra.parenteau@illinois.gov

07/20/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Children & Family Services
Closing Date/Time: Wed. 08/01/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1824005 - 240209**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois and three years of administrative experience in the practice of law, preferably in the area of immigration, with additional experience in child welfare or public welfare law; requires possession of a valid driver's license and ability to travel.

Contact: Dahra Parenteau Office of the Guardian
17 N. State Street, 7th Fl Chicago, IL 60602
PHONE: 312-793-1430; **FAX:** 312-793-3546
E-MAIL: Dahra.parenteau@illinois.gov

Work Location: 17 N. State Street, 7th Fl Chicago, IL 60602
Work Hours: Monday - Friday 8:30 AM - 5:00 PM

07/20/2018



Job Title: **Veterinary Technician**
Agency: Illinois Racing Board
Closing Date/Time: Wed. 08/01/18 5:00 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IRB 18545**

Requires knowledge, skill, and mental development equivalent to completion of high school. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires demonstrated horse related experience, physical skill, and patience to work safely and in step with potentially volatile Standardbred or Thoroughbred racehorses in a highly regulated and controlled environment. Requires the ability and attitude to adhere to strict protocol and procedure when procuring, handling and processing equine urine samples to ensure they are not compromised and strict chain of custody is maintained.

Agency Contact:
Illinois Racing Board
Human Resources
100 W. Randolph; 5-700
Chicago, IL 60601
312-814-2600
312-814-5062 Fax

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07/20/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Wed. 08/01/18 4:59 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10/79-105137**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience working in a professional/hospital dietary kitchen. Requires knowledge of portion control and application to serving portions of food.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

07/20/2018



Job Title: Office Clerk - Opt CH1
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$2,636.00 - \$3,557.00 monthly
\$31,632.00 - \$42,684.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-106782

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires ability to speak, read and write Chinese 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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07/20/2018



Job Title: **Accountant Advanced**
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-97-106786**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years professional experience in accounting, external auditing, budget planning and control or public accounting.

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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07/20/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Tue. 07/31/18 5:00 PM Central Time**

Salary: **\$3,969.00 - \$5,913.00 monthly**
\$47,628.00 - \$70,956.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **5**

Plan/BU: **RC062**

Bid ID#: **10-91-106773-106776;106778**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. 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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07/20/2018



Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Revenue
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 18508**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years professional experience in the practice of law in the area of regulation of the alcoholic beverage industry. Requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

07/20/2018



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

07/20/2018



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

07/20/2018



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

07/20/2018



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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07/20/2018



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)

07/20/2018



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)

07/20/2018



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.

07/20/2018



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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07/20/2018



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

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07/20/2018



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

07/20/2018



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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07/20/2018



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)

07/20/2018



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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