



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

07/21/2018



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

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

07/21/2018



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)

07/21/2018



Job Title: **Staff Training Specialist**
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Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time
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Job Type: Temporary
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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.

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Office of TANF Workforce Development
1308 W 105th Street
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Applications should be emailed to:
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Latanya.M.Law-Fountain@Illinois.gov

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07/21/2018



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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07/21/2018



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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07/21/2018



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

07/21/2018



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

07/21/2018



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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07/21/2018



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

07/21/2018



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

07/21/2018



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

07/21/2018



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

07/21/2018



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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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07/21/2018



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

07/21/2018



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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07/21/2018



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

07/21/2018



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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07/21/2018



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

07/21/2018



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

07/21/2018



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

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07/21/2018



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

07/21/2018



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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07/21/2018



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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