



**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

07/24/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1815017 - 151187

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires working knowledge of legal, social, and medical terminology.

Contact: Frances Cunningham Phone: (312) 814-5987 Fax (312) 814-5986  
Email: Frances.cunningham@illinois.gov  
Mailing Address: 100 W. Randolph, Chicago, IL. 60601

Work Location: 6201 S. Emerald, Chicago, IL 60621  
Work Hours: Monday - Friday 8:30 AM - 5:00 PM

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>

07/24/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 08/03/18 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: **RC063**  
Bid ID#: **1815018 - 153162**

Requires an MSW and three years administrative child welfare experience or an MA in an acceptable human services field and four years administrative child welfare experience; certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists is preferred; requires possession of a valid driver's license and ability to travel.??

Contact: Frances Cunningham Phone: (312) 814-5987 Fax: (312)814-5986  
Email: Frances.cunningham@illinois.gov  
Mailing Address: 100 W. Randolph, Chicago, IL. 60601

Work Location: 15115 S. Dixie Highway, Harvey, IL 60426  
Work Hours: Monday - Friday 8:30 AM - 5:00 PM

07/24/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1849049-499673

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:  
Tracey Hardrick  
Office of Employee Support  
2020 W Roosevelt Rd., 2nd Fl  
Chicago, IL 60608

Phone: 312-814-3775; Fax: 312-814-1224

E-mail: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

07/24/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time  
Salary: \$4,471.00 - \$6,389.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **02**  
Plan/BU: **RC023**  
Bid ID#: **10-72-106851 &106852**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires working knowledge of diversified professional nursing principles and practices. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the individual.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Office: (708) 283 3014  
Fax: (708) 283-3017

07/24/2018



Job Title: **Statistical Research Specialist III**  
Agency: Public Health  
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDPH 87099**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with courses in statistics, computer science, mathematics, economics and related fields. Requires two year of progressively responsible experience in the development and application of research designs and statistical methods and techniques. Requires experience in working with an electronic disease surveillance system and skill in utilizing Business Objects software for advance statistical analysis and report generation. Experience in Analysis Visualization and Reporting (AVR) for report generation and analyzing laboratory data to confirm disease diagnoses is also preferred.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

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

07/24/2018



Job Title: **Juvenile Justice School Counselor**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 08/03/18 4:00 PM Central Time  
Salary: \$4,751.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDJJ27-10-18-0020**

Requires a Master's degree in school counseling, school psychology, counseling psychology, education, social work, or psychology or closely related field. Requires completion of an Illinois program for the preparation of school counselors or a comparable approved program in another state or hold a comparable certificate of license issued by another state.

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

07/24/2018



Job Title: **EPIC Trainer**  
Agency: Human Services  
Closing Date/Time: Mon. 08/06/18 5:00 PM Central Time  
Salary: \$30.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-038**

Education: Bachelors' or higher degree in a major such as Social Science, Public Administration or related

Experience: Preferred 3 - 4 years of related experience.

Must have ability to be detail oriented when following study procedures, excellent communication skills, ability to prioritize workload and carry out assignments with minimum supervision, ability and willingness to travel extensively and must have intermediate computer skills and be knowledgeable of Microsoft Word and Excel and PowerPoint.

**Work Location:**

Woodlawn FCRC  
915 E 63rd 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)



07/24/2018



Job Title: **Underage Compliance Assistant**  
Agency: Revenue  
Closing Date/Time: Fri. 08/31/18 5:00 PM Central Time  
Salary: \$12.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **21**  
Bid ID#: **DOR 16449**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

**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

07/24/2018



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](mailto: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

07/24/2018



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](mailto: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

07/24/2018



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

07/24/2018



Job Title: **Clinical Laboratory Technologist I - Opt A**  
Agency: Public Health  
Closing Date/Time: Thu. 08/02/18 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#: **IDPH 55-18-0195**

Requires a Bachelor's degree in Medical Technology from a recognized college or university; or, a bachelor's degree from a recognized college or university in one of the chemical, biological or physical sciences, supplemented by one years' professional clinical laboratory experience.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

07/24/2018



Job Title: **Clinical Laboratory Technologist Trainee**  
Agency: Public Health  
Closing Date/Time: Thu. 08/02/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDPH 55-18-0195**

Requires a Bachelor's degree in one of the chemical, biological, medical technology, clinical laboratory sciences, or physical sciences from a recognized college or university; requires working knowledge of clinical laboratory techniques and tests; and the ability to identify clinical microorganisms.

Targeted Title: Clinical Laboratory Technologist 1, Opt A

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

07/24/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 08/02/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1813043-131937

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:  
Karen Wagner  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Fax: 312-328-2321  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov)

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

07/24/2018



Job Title: **Unemployment Insurance Special Agent**  
Agency: Employment Security  
Closing Date/Time: Thu. 08/02/18 11:59 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **RCRA 12136**

Under direction, performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of Illinois and Federal Department of Labor. Interacts with claimants, employers, government agencies and the general public to detect and investigate overpayments fraud and other violations of the state and federal laws.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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



07/24/2018



Job Title: **Unemployment Insurance Special Agent - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Thu. 08/02/18 11:59 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **RCRA 12137**

Under direction, performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of Illinois and under Federal Department of Labor. Interacts with claimants, employers, government agencies and the general public to detect and investigate overpayments, fraud and other violations of the state and federal laws. Provides interpretive services for Spanish Speaking clients

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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

07/24/2018



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

07/24/2018



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>

07/24/2018



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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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>

07/24/2018



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)

07/24/2018



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](mailto:Dahra.parenteau@illinois.gov)

07/24/2018



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

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