



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

07/31/2018



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Wed. 08/08/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-106888**

Under direction, serves as the liaison for the Subsidy Management-CCAP-Policy and Customer Service Unit with Child Care Resources & Referral (CCR&R) and Site Administered Child Care Program Agencies; implements and interprets policy and procedures for staff and other agency personnel. Assists in the procedural control of assigned unit programs

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

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

07/31/2018



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 08/08/18 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#: 10-91-106886

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
Ashley Moore
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>

07/31/2018



Job Title: **Public Service Administrator - Opt 6I**
Agency: Human Services
Closing Date/Time: Wed. 08/08/18 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**
Plan/BU: **GB063**
Bid ID#: **10-56-106827**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling related field.

Bureau of Employee Services
Jacky Holler
100 S. Grand Ave. East
3rd Floor
Springfield, IL 62762
217-785-6341
FAX: 217-524-3385

07/31/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Wed. 08/08/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 18558**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

07/31/2018



Job Title: Office Associate - Opt 2
Agency: Illinois Lottery
Closing Date/Time: Wed. 08/08/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 01
Plan/BU: RC014
Bid ID#: LOT 18557

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; Requires extensive knowledge of composition, grammar, spelling and punctuation.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

07/31/2018



Job Title: **Educator - Opt B - Mathematics Teacher**
Agency: Juvenile Justice
Closing Date/Time: Wed. 08/08/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0174**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in Mathematics. Requires elementary knowledge of behavior modification principles.

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

07/31/2018



Job Title: Office Associate - Opt SS2
Agency: Aging
Closing Date/Time: Tue. 08/07/18 11:59 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#: AGE-19-06-26

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and agency administered programs; ability to speak and write Spanish at the colloquial level; extensive knowledge of composition, grammar, spelling and punctuation

Agency Contact:

Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702
FAX: 217/557-4918

07/31/2018



Job Title: Office Associate - Opt SS2
Agency: Aging
Closing Date/Time: Tue. 08/07/18 11:59 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#: AGE-19-06-26

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and agency administered programs; ability to speak and write Spanish at the colloquial level; extensive knowledge of composition, grammar, spelling and punctuation; ability to keyboard at 45 WPM..

Agency Contact:

Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702
FAX: 217/557-4918

07/31/2018



Job Title: **Unemployment Insurance Special Agent**
Agency: Employment Security
Closing Date/Time: Tue. 08/07/18 11:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Bid ID#: **RCRA 12139**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

07/31/2018



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.

07/31/2018



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

07/31/2018



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.

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

07/31/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Mon. 08/13/18 4:00 PM Central Time
Salary: \$21.41 - \$30.12 hourly
\$1,611.69 - \$2,267.54 biweekly
\$3,492.00 - \$4,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-82/106901

Require's a valid Illinois drivers license. Requires knowledge, skill and mental development equivalent to the completion of high school.Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

07/31/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 08/10/18 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#: 10-91-106951

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

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

07/31/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 08/10/18 4:00 PM Central Time
Salary: \$16.62 - \$22.41 hourly
\$1,246.15 - \$1,680.46 biweekly
\$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/106363, 64**

Under direct supervision of the Business Manager and guidance of the Support Service Coordinator serves as a housekeeper for the intake/emergency and residential pavilion, including patient rooms, common areas, nurses station and pavilion offices.

Housekeeping Department
7am - 3pm
Rotating days off

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue Hines, IL. 60141

Fax# 708-338-7078

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>

07/31/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 08/10/18 4:00 PM Central Time
Salary: \$16.55 - \$22.32 hourly
\$1,246.15 - \$1,680.46 biweekly
\$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/106361, 62**

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. Requires possession of a valid Illinois Food Service Sanitation certificate.

Valarie Laird /Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax # 708-338-7078

07/31/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 08/09/18 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#: **1847031-475437**

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

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

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>

07/31/2018



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

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>

07/31/2018



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

07/31/2018



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

07/31/2018



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

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

07/31/2018



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 PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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