



**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

08/04/2018



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)

08/04/2018



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

08/04/2018



Job Title: **Revenue Tax Specialist I**  
Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 18496**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee program; or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee program. Requires working knowledge of current Illinois and federal tax laws, rules, regulations and out-of-state filing requirements

**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

08/04/2018



Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 18497

Requires a Bachelor's degree or eight years supportive tax related experience. Requires ability to understand and follow oral and written instructions. Requires ability to profit from training received and become knowledgeable about the various tax laws and regulations enforced. Requires ability to develop and maintain satisfactory working relationships with the public and other employees.

**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



08/04/2018



Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 18497

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101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

08/04/2018



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Tue. 08/14/18 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: **9**  
Plan/BU: **RC028**  
Bid ID#: **10-91-106922-106930**

Requires knowledge, skill and mental development equivalent of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

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

08/04/2018



Job Title: Human Services Caseworker - Opt SS (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Tue. 08/14/18 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: 3  
Plan/BU: RC062  
Bid ID#: 10-91-106919-106921

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.

**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](mailto:DHS.HiringUnit@illinois.gov)**



08/04/2018



Job Title: **Senior Public Service Administrator - Opt 3**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **EX000**  
Bid ID#: **DoIT 18752**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in computer science. Requires prior experience equivalent to four years of progressively responsible administrative experience in Information Technology.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-785-7631  
217-524-6629 Fax

08/04/2018



Job Title: **Public Service Administrator - CPA Required**  
Agency: Comptroller \*  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: Negotiable  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **18-029**

Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with coursework in accounting or finance, economics, business management, public or business administration, political science or related degree

**Applications can be found on State of IL Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached.**

08/04/2018



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

08/04/2018



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*

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

08/04/2018



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



08/04/2018



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

08/04/2018



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

08/04/2018



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

08/04/2018



Job Title: Residential Care Worker Trainee/Residential Care Worker Opt A

Agency: Human Services

Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time

Salary: \$2,935.00 - \$4,621.00 monthly  
\$35,220.00 - \$55,452.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-56-106824-25

**Residential Care Worker Trainee**

Requires knowledge, skills and mental development equivalent to an AA degree in child care, sociology or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start 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](mailto:DHS.HiringUnit@illinois.gov)**

08/04/2018



Job Title: **Revenue Tax Specialist I**  
Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 18496**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee program; or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee program. Requires working knowledge of current Illinois and federal tax laws, rules, regulations and out-of-state filing requirements

**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



08/04/2018



Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 18497

Requires a Bachelor's degree or eight years supportive tax related experience. Requires ability to understand and follow oral and written instructions. Requires ability to profit from training received and become knowledgeable about the various tax laws and regulations enforced. Requires ability to develop and maintain satisfactory working relationships with the public and other employees.

**Agency Contact:**

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(217) 782-6239 Phone  
(217) 782-9925 Fax

08/04/2018



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Agency: Revenue  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 18497

Requires a Bachelor's degree or eight years supportive tax related experience. Requires ability to understand and follow oral and written instructions. Requires ability to profit from training received and become knowledgeable about the various tax laws and regulations enforced.

**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

08/04/2018



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Tue. 08/14/18 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: **9**  
Plan/BU: **RC028**  
Bid ID#: **10-91-106922-106930**

Requires knowledge, skill and mental development equivalent of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

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>

08/04/2018



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

Agency: Human Services

Closing Date/Time: Tue. 08/14/18 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: 3

Plan/BU: RC062

Bid ID#: 10-91-106919-106921

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.

**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](mailto:DHS.HiringUnit@illinois.gov)**

08/04/2018



Job Title: **Senior Public Service Administrator - Opt 3**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **EX000**  
Bid ID#: **DoIT 18752**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in computer science. Requires prior experience equivalent to four years of progressively responsible administrative experience in Information Technology.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-785-7631  
217-524-6629 Fax



08/04/2018



Job Title: **Public Service Administrator - CPA Required**  
Agency: Comptroller \*  
Closing Date/Time: Tue. 08/14/18 5:00 PM Central Time  
Salary: Negotiable  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **18-029**

Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with coursework in accounting or finance, economics, business management, public or business administration, political science or related degree

**Applications can be found on State of IL Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached.**

08/04/2018



## 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

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDD.COM](http://WWW.LASHAWNFORDD.COM) EMAIL JOB LEADS TO  
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