



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

08/05/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 08/13/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **10-91-106910**

Commits the Region to specific courses of action in the implementation of agency policy and procedures on service delivery; provides input on statewide delivery program planning and development.

BIDDING CONTACT:
DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL
SPRINGFIELD, IL 62762
FAX (217) 524-3826

08/05/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 08/13/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-106917**

Under administrative direction, performs highly responsible administrative duties as Assistant Local Office Administrator; serves as a full-line supervisor, supervising subordinate staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

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ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL
SPRINGFIELD, IL 62762
FAX (217) 524-3826

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>

08/05/2018



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Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-106918**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

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DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL
SPRINGFIELD, IL 62762
FAX (217) 524-3826

08/05/2018



Job Title: **Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1**

Agency: **Transportation**

Closing Date/Time: **Tue. 08/14/18 4:00 PM Central Time**

Salary: **\$4,375.00 / Month**

Job Type: **Temporary**

Location: **Cook County, Illinois**

Number of Vacancies: **642**

Plan/BU: **HR001**

Bid ID#: **IPR#42933**

The Illinois Department of Transportation is posting this job position for Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds). Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds) are seasonal, temporary, non-permanent full-time employees who perform the same duties as year-round Highway Maintainers.

1. MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196),
2. FAX to: Attn: Personnel at fax number (847) 705-4489
3. EMAIL to: DOT.D1WinterApplications@illinois.gov

08/05/2018



Job Title: **Account Technician II**
Agency: Juvenile Justice
Closing Date/Time: Tue. 08/14/18 4:00 PM Central Time
Salary: \$3,371.00 - \$5,041.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IDJJ-27-15-18-0001**

Under direction of the Business Manager independently performs technical accounting work in maintaining a complex, complete set of general account books at Illinois Youth Center-St. Charles; keeps budgetary records, prepares financial obligating documents, financial statements and reports; serves as Property Control Officer; serves as backup Payroll Clerk; posts receipts to Tracking Inventory Maintenance System (TIMS)

Agency Contact:

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

08/05/2018



Job Title: **Corrections Maintenance Worker**
Agency: Juvenile Justice
Closing Date/Time: Tue. 08/14/18 4:00 PM Central Time
Salary: \$3,817.00 - \$5,654.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDJJ-27-15-18-0247**

Under general supervision, performs journeyman level maintenance and repair work; monitors and instructs youth in performing basic maintenance duties; enforces and maintains disciplinary, safety and security measures within the facility; maintains count of tools and equipment; monitors facility security utilities; conducts periodic inspections of all facility structures and systems.

Agency Contact:

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

08/05/2018



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**

assists in examining, reviewing and verifying information reported by local government entities to ensure compliance with State statutes and conformity with generally accepted accounting principles; provides budget reviews, technical assistance, regional training and other consulting services as necessary to improve local government fiscal health. Requires extensive travel.

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.

08/05/2018



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

08/05/2018



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

08/05/2018



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

08/05/2018



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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

08/05/2018



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 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>

08/05/2018



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

08/05/2018



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

08/05/2018



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.

08/05/2018



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

08/05/2018



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.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>

08/05/2018



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

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>

08/05/2018



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

08/05/2018



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

08/05/2018



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

08/05/2018



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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