



**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

08/15/2018



Job Title: **Human Rights Investigator Trainee**  
Agency: Human Rights Department  
Closing Date/Time: Fri. 08/24/18 5:00 PM Central Time  
Salary: \$2,464.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **6**  
Plan/BU: **MC-09**  
Bid ID#: **18-67**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/15/2018



Job Title: **Liquor Control Special Agent I**  
Agency: Revenue  
Closing Date/Time: Thu. 08/23/18 5:00 PM Central Time  
Salary: \$3,958.00 - \$5,708.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **DOR 18483**

Under general supervision, travels to businesses and firms in order to conduct field investigations to detect violations of the Illinois Liquor Control Act; issues warning notices and citations for violations; provides support in State and local law enforcement and regulatory agencies investigations; compiles and prepares daily reports.

**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

08/15/2018



Job Title: **Administrative Assistant I - Opt H6**  
Agency: Aging  
Closing Date/Time: Wed. 08/22/18 11:59 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: **RC014**  
Bid ID#: **AGE-19-10-28**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in public or business administration.

**Agency Contact:**

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

08/15/2018



Job Title: **Statistical Research Specialist I**  
Agency: Employment Security  
Closing Date/Time: Tue. 08/21/18 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12147**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in Statistics, Computer Science, Mathematics, Economics and related fields; requires working knowledge of data collection procedures, simple logs and inventory document. Requires elementary knowledge of the development and application of research design techniques and their application to social and economic data

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/15/2018



Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/21/18 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: **RC063**

Bid ID#: **1813050-135203**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development

CONTACT:  
Karen Wagner  
Karen.A.Wagner@illinois.gov  
DCFS Licensing  
1911 S. Indiana, 9th Floor  
Chicago, Illinois 60616  
Phone: 312-328-2461  
Fax: 312-328-2321

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>

08/15/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Tue. 08/21/18 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#: 1813048-133712

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  
Karen.A.Wagner@illinois.gov  
DCFS Licensing  
1911 S. Indiana, 9th Floor  
Chicago, Illinois 60616  
Phone: 312-328-2461  
Fax: 312-328-2321

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>

08/15/2018



Job Title: **Human Resources Associate - Opt 2**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 08/20/18 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **1807012-075261**

Requires knowledge, skill, and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program; requires the ability to type accurately at 30 wpm

CONTACT:  
Brandi Lake  
Office of Employee Services  
2020 W. Roosevelt, 2nd FL  
Chicago, Illinois 60608  
PHONE: (312) 814-1222  
FAX: (312) 814-1224  
EMAIL: [Brandi.Lake@illinois.gov](mailto:Brandi.Lake@illinois.gov)



08/15/2018



Job Title: **Technical Manager IV - Program Analyst**  
Agency: Transportation  
Closing Date/Time: Mon. 08/20/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42971**

This position is responsible for ongoing assistance to the State Safety Oversight Section by synthesizing information, conducting research, and developing safety performance indicators in rail transit safety activities, as well as performing inspections, audits, assessments, and studies as necessary

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Monday, August 20, 2018, 4:30 p.m.**

08/15/2018



Job Title: **Storage Tank Safety Specialist**  
Agency: State Fire Marshal  
Closing Date/Time: Mon. 08/20/18 4:00 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#: **50-50-SFM18-015**

Under direction of the Statewide Administrator for the Division of Petroleum and Chemical Safety, performs professional investigations, inspections, surveillances and mitigations and all aspects of storage for petroleum related products and hazardous materials.

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

08/15/2018



Job Title: **Election Specialist Trainee**  
Agency: Elections Board \*  
Closing Date/Time: Tue. 08/28/18 4:00 PM Central Time  
Salary: \$2,760.00 - \$2,760.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **SBE082018**

Under direction, develops knowledge and understanding of the Campaign Disclosure Division; performs some compliance duties related to the preparation, filing and review of campaign disclosure reports and materials by political committees and individuals; provides assistance to individuals, committees and businesses related to various filing requirements.

8:30 am - 5:00 pm  
State Board of Elections  
100 W Randolph St, Chicago, IL 60601  
D. Mickey Reinders  
Human Resources Manager  
217/782-1596  
[dreinders@elections.il.gov](mailto:dreinders@elections.il.gov)

08/15/2018



Job Title: **Research Analyst (Part-time) - Contract Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Mon. 08/27/18 11:59 PM Central Time  
Salary: \$20.00 - \$30.00 hourly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-10-2018**

This position is located at the Illinois Criminal Justice Information Authority at 300 West Adams, Suite 200, Chicago, Illinois 60606.  
Work Hours: This position is part-time. Hours will vary with a minimum of 20 hours per week.  
This position is TEMPORARY.

Dawn English, Human Resources Specialist  
[dawn.english@illinois.gov](mailto:dawn.english@illinois.gov)

08/15/2018



Job Title: **Employment Security Service Representative**  
Agency: Employment Security  
Closing Date/Time: Mon. 08/27/18 11:59 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#: **RCRA 12160**

Under general direction, for an assigned area, performs the selected more complex employment service, job placement functions, unemployment insurance benefit entitlement under provision of the Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/15/2018



Job Title: **Rehabilitation Case Coordinator I - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Mon. 08/27/18 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#: **10-48-107114**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year of clerical related experience, which must include keyboarding. Requires working knowledge of business English, arithmetic and modern office practices and procedures.

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

08/15/2018



Job Title: **Hearing & Speech Technician II - Opt MC**  
Agency: Human Services  
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
\$36,324.00 - \$50,676.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-72-107067**

Requires completion of at least two years of college with courses in social sciences, psychology and education or related field. Requires manual communication skills at a colloquial level.

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

08/15/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-107137**

Requires ability to teach therapeutic activities. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort residents to and from activities.

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

08/15/2018



Job Title: Pharmacy Technician (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time  
Salary: \$2,854.00 - \$3,917.00 monthly  
\$34,248.00 - \$47,004.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: 10-89-104792

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation.

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  
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>

08/15/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Mon. 08/27/18 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#: 1847033-477183

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.

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt Rd., 2nd Fl.  
Chicago, Illinois 60608  
**Phone:** 312-814-3775  
**Fax:** 312-814-1224  
**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@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](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>



08/15/2018



Job Title: **IES Conversion Contractor**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$0.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-022**

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

**Applications should be emailed to:**

[amparo.esparza-berrini@illinois.gov](mailto:amparo.esparza-berrini@illinois.gov)

Local Office Administrator

08/15/2018



Job Title: **Public Service Administrator - Opt 6I**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-49-106934**

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 a closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and related field.

Bureau of Employee Services  
Jacky Holler  
100 S. Grand Ave. East  
Springfield, IL  
217-785-6341  
FAX: 217-524-3385  
EMAIL: [Jacky.Holler@Illinois.gov](mailto:Jacky.Holler@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](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>

08/15/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$4,571.00 - \$6,878.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDJJ-2700-18-0019**

Requires a bachelor's degree in counseling or a closely related social science degree. Requires two years of professional experience working with youth in juvenile services. Requires a bachelor's degree from an accredited college or university. Requires three years of professional experience in counseling or casework. Candidate must be over 21 years of age.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/15/2018



Job Title: **Executive I - Opt G2**  
Agency: Illinois Gaming Board  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$4,476.00 - \$6,124.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IGB 18763**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the principles of personnel, statistics and procurement.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

08/15/2018



Job Title: **Evaluation Coordinator**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 18-068 (2)**

Bachelors degree required and previous experience in information technology system development, MS Excel and people skills. Knowledge of management principles to design studies and surveys to evaluate overall program implementation. Office etiquette, ability to prepare clear and comprehensive reports, experience with employment and training.

LaTanya Law-Fountain  
Associate Director Workforce Development  
1308 W 105th Street 2nd Floor  
Chicago, IL 60643  
PH: 773 881-2934  
[Latanya.M.Law-Fountain@Illinois.gov](mailto:Latanya.M.Law-Fountain@Illinois.gov)



08/15/2018



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

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