



**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

08/21/2018



Job Title: **Child Support Specialist I - Opt SS**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 08/30/18 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS3970**

interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts; translates information and documents into Spanish for non-English speaking people.

Contact Person:  
Division of Child Support Personnel  
509 S. 6th St  
Springfield, IL 62701  
(217) 557-3900 Office  
(217) 524-3960 Fax

08/21/2018



Job Title: **Administrative Assistant II - Opt D1**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 08/30/18 5:00 PM Central Time  
Salary: \$3,341.00 - \$6,853.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF028**  
Bid ID#: **1800005-007828**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires two years of professional experience in a public or private organization; requires possession of computer skills, including working knowledge of Excel and PowerPoint; requires possession of a valid driver's license and ability to travel.

CONTACT:  
Heather poe  
Office of Employee Services  
406 E. Monroe, Sta. #373  
Springfield, IL 62701  
[heather.poe@illinois.gov](mailto:heather.poe@illinois.gov)  
PHONE: (217) 524-0266  
FAX: (217) 524-3970

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>

08/21/2018



Job Title: **Civil Engineer VII Bureau Chief of Traffic**  
Agency: Transportation  
Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time  
Salary: \$7,640.00 - \$9,650.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43055**

**Required:**

- A valid driver's license
- Current Illinois Professional Engineer license
- District-wide and state-wide travel; Overtime
- 24-hours a day / 7-days a week availability

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 **Thursday, August 30, 2018**, 4:30 p.m.

08/21/2018



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Agency: Transportation  
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Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43055**

initiation of projects and programs for the reduction of accidents and congestion; investigation and issuance of access permits; and monitoring the operation of Emergency Traffic Patrol (ETP), the sign shops, the Traffic Systems Center, and highway work-zone surveillance.

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08/21/2018



Job Title: **Realty Specialist V Chief of Negotiations**  
Agency: Transportation  
Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time  
Salary: \$6,020.00 - \$8,115.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43057**

It reviews and recommends approval of title to land by the Office of Chief Counsel and the Attorney General necessary for the construction of highway improvements and local-agency transportation facilities, to meet established letting dates and ensure the equitable treatment of affected property owners.

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08/21/2018



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Agency: Transportation  
Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time  
Salary: \$6,020.00 - \$8,115.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43057**

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08/21/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 08/30/18 4:00 PM Central Time  
Salary: \$4,710.00 - \$6,389.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-81-106344**

Requires graduating from an approved nursing education program, plus possession of a valid Illinois license as a Registered Nurse.

Contact:  
Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040 Ext. 2095 or 2029  
Fax: 847-429-4933



08/21/2018



Job Title: **Occupational Therapist**  
Agency: Human Services  
Closing Date/Time: Thu. 08/30/18 4:00 PM Central Time  
Salary: \$4,338.00 - \$6,500.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-81-107112**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in Occupational Therapy from a recognized school and requires licensure as an Occupational Therapist by the Illinois Department of Professional Regulations.

CONTACT INFORMATION:  
Human Resource Office  
Elgin Mental Health Center  
750 S State., Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095  
Fax: 847-429-4933

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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08/21/2018



Job Title: **Storekeeper I**  
Agency: Human Services  
Closing Date/Time: Thu. 08/30/18 4:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
Job Type: Part-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-81-107110**

Requires knowledge, skill and mental development equivalent to four years of high school.  
Requires on year of experience in the keeping of stores and store records.

**CONTACT INFORMATION:**

Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, ext. 2095 or 2029; Fax: 847-429-4933

08/21/2018



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

08/21/2018



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).

08/21/2018



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

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



08/21/2018



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

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

08/21/2018



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

08/21/2018



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

08/21/2018



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

08/21/2018



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

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08/21/2018



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)

08/21/2018



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)

08/21/2018



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).

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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.

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Job Type: Full-Time  
Location: Cook County, Illinois  
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Plan/BU: **RC028**  
Bid ID#: **10-72-107067**

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Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116



08/21/2018



## 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

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Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
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