



**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

08/27/2018



Job Title: **Public Aid Eligibility Assistant – Opt PO**  
Agency: Human Services  
Closing Date/Time: Mon. 09/10/18 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: **RC028**  
Bid ID#: **10-91-107143**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Polish at a colloquial skill level.

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.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>

08/27/2018



Job Title: **Office Administrator Iv - Opt 1 - Polish Speaking**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 09/10/18 11:59 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **GC0072**

Requires knowledge, skill, and mental development equivalent to completion of two years study at a secretarial/business college and two years office experience; or, completion of high school and four years Office Assistant experience; or, four years independent business experience. Requires the ability to speak and write Polish at a colloquial skill level.

Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

08/27/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 09/10/18 11:59 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: **GB010**  
Bid ID#: **GC0071**

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires the possession of a license to practice law in Illinois. Requires ability to travel

Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

08/27/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 09/10/18 11:59 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: **GB010**  
Bid ID#: **GC0071**

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires the possession of a license to practice law in Illinois. Requires ability to travel

Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

08/27/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 09/10/18 11:59 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: **GB010**  
Bid ID#: **GC0070**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in law or legal studies; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires possession of a valid license to practice law in the State of Illinois

Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

08/27/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 09/10/18 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#: **1849056-490829**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience

Tracey Hardrick, Personnel Liaison  
2020 W Roosevelt, 2nd Fl.  
Chicago, IL 60608

**Email:** [Tracey.Hardrick@Illinois.gov](mailto:Tracey.Hardrick@Illinois.gov)  
**Phone:** 312-814-3775  
**Fax:** 312-814-1224

08/27/2018



Job Title: **Paralegal Assistant**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 09/10/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1803033-035862**

Under direct supervision of a licensed attorney, reviews documents and pre-screening packets; conducts legal screenings, and interviews child welfare workers, supervisors, and other appropriate personnel; provides follow-up with caseworkers and supervisors regarding quality control issues; performs special projects and prepares reports; prepares pleadings and motions; travels in the performance of duties.

**Name:** Heather Poe  
**Phone:** 217-524-0266  
**Fax:** 217-524-3970  
**Mailing Address:** 406 E. Monroe, Springfield, IL 62701  
**E-mail:** [Heather.Poe@illinois.gov](mailto:Heather.Poe@illinois.gov)



08/27/2018



Job Title: **Paralegal Assistant**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 09/10/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1803034-035860**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires travel.

Heather Poe  
406 E. Monroe, Sta #373  
Springfield, Illinois 62701  
PHONE: (217) 524-0266 FAX: (217) 524-3970  
Email: [heather.poe@illinois.gov](mailto:heather.poe@illinois.gov)

08/27/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 09/10/18 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#: **10-48-107177**

Under direct supervision, for a period not to exceed twelve months, receives formal and informal orientation in the principles, techniques, procedures and policies related to rehabilitating persons with disabilities in a general vocational rehabilitation, transition, STEP, or psychiatric caseload. Travels in the performance of duties.

Bureau of Employee Services  
Andrew Reagan  
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>

08/27/2018



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

08/27/2018



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

08/27/2018



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.

08/27/2018



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**

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.

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.

08/27/2018



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.

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.

08/27/2018



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.

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.



08/27/2018



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

08/27/2018



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  
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>

08/27/2018



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

08/27/2018



Job Title: **PSC- Hospital Administrator**  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-049**

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

Sam Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385

08/27/2018



Job Title: **Lottery Sales Representative**  
Agency: Illinois Lottery  
Closing Date/Time: Thu. 09/06/18 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 18859**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 105 which encompasses the North Side of Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

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

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>

08/27/2018



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$3,492.00 - \$4,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10/79-107181

Requires a valid Illinois driver's 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. Requires ability to climb stairs, chase runaways and physically restrain and control individuals.

**CONTACT INFORMATION:**

Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

08/27/2018



Job Title: **Internal Security Investigator I**  
Agency: State Police  
Closing Date/Time: Thu. 09/06/18 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **21-50-ISP18-152**

Requires knowledge, skill, and mental development equivalent to two years of college with coursework in law, government, liberal arts, history or business administration, plus three years experience in law enforcement investigatory work or a related field. Requires working knowledge of modern law enforcement investigatory techniques and concepts, and Illinois State Statutes. Requires possession of an appropriate valid driver's license.

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

08/27/2018



## 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.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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