



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 *
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Grange * LaGrange Park * Western Springs

08/30/2018



Job Title: **Wage Claims Specialist**
Agency: Department of Labor
Closing Date/Time: Fri. 08/31/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOL 201 30 100 03**

Requires high school diploma or equivalent, two years of personnel, payroll or comparable work experience or one year of wage claim experience. Requires extensive knowledge of English, speech, arithmetic, and use of clerical/office equipment, and ability to record and maintain accurate case file information. Requires ability to establish and maintain satisfactory working relationships with claimants, employer and general public.

Illinois Department of Labor
Attention: Ann Pufundt
900 South Spring Street
Springfield, IL 62704
Fax (217) 782-0596

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>

08/30/2018



Job Title: **Public Service Administrator - Information Technology**

Agency: **Comptroller ***

Closing Date/Time: **Fri. 08/31/18 11:59 PM Central Time**

Salary: **\$50,000.00 - \$89,779.00 annually**

Job Type: **Full-Time**

Location: **Statewide, Illinois**

Number of Vacancies: **2**

Plan/BU: **MC-05**

Bid ID#: **18-014**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with a B.A. in Computer Science, or a related field, with courses in Computer Science or Information Systems and three (3) years of progressively responsible administrative experience in a public or business organization; or any equivalent combination of the above requirements may be acceptable.

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

08/30/2018



Job Title: **Stationary Engineer**
Agency: Central Management Services
Closing Date/Time: Fri. 08/31/18 5:00 PM Central Time
Salary: \$7,998.78 - \$8,318.94 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 18840**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL
217-558-3093
217-558-5943 Fax

08/30/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Fri. 08/31/18 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: **RC062**
Bid ID#: **1849054-495387**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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08/30/2018



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.

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

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08/30/2018



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

Agency: **Human Services**

Closing Date/Time: **Tue. 09/04/18 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: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-107145**

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 Arabic at a colloquial skill level.

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

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08/30/2018



Job Title: **Staff Development Specialist I - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 09/04/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-107148**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tolls), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or related field. Requires ability to travel. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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08/30/2018



Job Title: **Veterans Employment Representative II**
Agency: Employment Security
Closing Date/Time: Tue. 09/04/18 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 12163**

meet and deal with potential employers to promote IDES; analyze and evaluate effectiveness of services provided to veterans; establish and maintain harmonious working relationships with employers, employees, public officials, representatives of veterans' organizations and the general public; made decisions and initiate action to promote greater areas of Employment Services; follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/ laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/30/2018



Job Title: Office Assistant - Opt SS2
Agency: Human Services
Closing Date/Time: Tue. 09/04/18 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#: 10-91-107140

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 procedures, practices and ability to operate commonly used office equipment. Requires ability to type at 35 wpm. Requires ability to speak, read and write in Spanish at a colloquial skill level.

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

08/30/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT SS**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/30/2018



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/30/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/30/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals. Requires possession of an appropriate valid driver's license.

[Click for a list of statewide facilities and addresses](#) or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030 x3008

08/30/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Cook Inv. 2017 (Bilingual)**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2th Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

08/30/2018



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

08/30/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-81-101709**

Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

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

08/30/2018



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

08/30/2018



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
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08/30/2018



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

08/30/2018



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

08/30/2018



Job Title: **Private Secretary II**
Agency: Illinois Gaming Board
Closing Date/Time: Wed. 09/05/18 5:00 PM Central Time
Salary: \$3,136.00 - \$6,412.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IGB 18858**

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires extensive knowledge of manual and automated office equipment. Requires thorough knowledge of principles of office management. Requires thorough knowledge of composition, grammar, spelling and punctuation. Requires skill in keyboarding accurately. Requires ability to establish and develop written instructions and procedures. Requires ability to communicate clearly and effectively both orally and in writing. Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

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

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

08/30/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Employment Security
Closing Date/Time: Tue. 09/04/18 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: **GB063**
Bid ID#: **RA 02156**

Under administrative direction, performs highly responsible legal work and research for IDES in the area of Illinois and federal laws with emphasis on Claimant Benefits and Employer UI Liabilities. As a technical legal advisor, researches and develops advisory legal opinions on federal and state unemployment legislation; assists in development of attorney Continuing Legal Education and training; analyzes pending legislation for federal conformity, reviewing IDES procedures, correspondence, bulletins and policies for legal sufficiency and providing advice to the Illinois Attorney General; represents the agency in presenting cases in the court of law.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/30/2018



Job Title: **Educator - Opt C**
Agency: Human Services
Closing Date/Time: Tue. 09/04/18 5:00 PM Central Time
Salary: \$4,248.00 - \$7,856.00 monthly
\$50,976.00 - \$94,272.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-106696**

Under general supervision of the Ludeman Educational, Vocational, Recreational, and Activity Services (LEVRAS) Director. Performs highly specialized teaching duties in a program of special instruction for the developmentally/intellectually disabled. Completes vocational assessments and evaluative data for the development of habilitation plans; evaluates progress and behaviors relative to individuals served and establishes work assignments and tasks to coordinate and promote the development, maximum growth and independence of the individuals served.

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

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08/30/2018



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.**

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