



**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

10/01/2018



Job Title: **CET Construction Civil Engineer Trainee**  
Agency: Transportation  
Closing Date/Time: Thu. 10/25/18 4:30 PM Central Time  
Salary: \$4,665.00 - \$5,085.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **18**  
Bid ID#: **IPR#43127**

This position is accountable for assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation and other construction supervision functions required on various construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

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, October 25, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

10/01/2018



Job Title: **Data Scientist**  
Agency: Office of Management and Budget  
Closing Date/Time: Mon. 10/15/18 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **HHSi2001**

The Data Scientist is accountable for using data to make decisions, which includes building predictive models and help in developing new machine learning techniques that enable SOI and its agencies to make better decisions to achieve its goals. The Data Scientist should demonstrate Analytic Agility, the ability to quickly learn new modeling/machine learning techniques, programming languages, and see how these ideas can integrate to optimize the business. This role will also manage projects of small to medium complexity.

Bureau of Employee Services  
Kelly Kindred  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347

FAX: 217-524-2116

Email: [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@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>

10/01/2018



Job Title: **Vehicle Emission Compliance Supervisor**  
Agency: Environmental Protection Agency  
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time  
Salary: \$3,258.00 - \$6,355.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **13-0115**

Under direction of the Field Services Section Manager, supervises Vehicle Emissions Compliance Inspectors who conduct overt and covert oversight at assigned vehicle emissions testing stations. Collects, organizes, and reviews audit findings for the evaluation of methods and procedures utilized in the auditing of the Vehicle Emissions Test Program. Prepares statistical reports for Agency review and for possible submission to various state and federal government agencies. Evaluates and renders decisions on grievances filed by motorists pursuant to statutes, and responds to other written and verbal inquiries from motorists as needed. Organizes, plans, manages and evaluates operations of the Unit.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
217/785-1745  
Fax: 271/524-6907

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

10/01/2018



Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 10/12/18 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#: **10-72-107704**

Under general supervision, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Ludeman Developmental Center; plans and directs the preparation of diets; participates in the habilitation planning process; trains professional and paraprofessional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health Standards, as well as, the Center's and Department of Human Services (DHS's) policies and procedures regarding nutrition and dietary needs.

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

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>

10/01/2018



Job Title: Licensed Practical Nurse II (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time  
Salary: \$3,319.00 - \$4,720.00 monthly  
\$39,828.00 - \$56,640.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 10-72-107740

Under general supervision, performs skilled practical nursing care services for individuals of the Ludeman Developmental Center; administers prescribed medications, takes temperatures, blood pressures, pulses and respirations; records the administration of medication and treatments in accordance with the facilities policy and procedures; develops monthly LPN (Licensed Practical Nurse) notes for assigned individuals; completes medical reports in accordance with guidelines and policy. Participates in facility nursing meetings and unit meetings. On a rotational basis, assists in providing nursing care services to other units within the facility.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
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10/01/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly  
\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **3**

Plan/BU: **RC062**

Bid ID#: **10-72-107697-99**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

**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](mailto:DHS.HiringUnit@illinois.gov)**

10/01/2018



Job Title: **Public Service Administrator - Opt 1**  
Agency: Revenue  
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **DOR 19018**

Under general direction, manages, plans and reviews the Liquor Compliance program in the Chicago Metro Area; conducts investigations and enforces provisions of the Illinois Liquor Control Act within an assigned geographical area; serves as a working supervisor; provides guidance and assistance to subordinates in resolving questionable or complex issues; conducts studies and recommends new and/or revised procedures be implemented; develops and directs training programs for subordinates; interacts operations with other areas of the Agency; appears before various public and business groups in order to explain and disseminate information regarding the Liquor Control Act and the rules and regulations of the Agency; complies and prepares reports.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax



10/01/2018



Job Title: **Technical Advisor Advanced Program Specialist - Intermittent**

Agency: Revenue

Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Intermittent

Location: Cook County, Illinois

Number of Vacancies: **4**

Plan/BU: **RC010**

Bid ID#: **DOR 19019**

Requires graduation from a recognized law school. Requires possession of a license to practice law in Illinois. Requires three years professional experience in the practice of tax law. Requires thorough knowledge of common law and the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedures and rules of evidence, hearing and trial procedures. Requires extensive knowledge in the field of tax law.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

10/01/2018



Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Fri. 10/12/18 3:00 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: **RC028**  
Bid ID#: **34-115-19-09**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies.

Current State Employees send Bid Form and CMS100 Applications to:

IDVA

Renee Dougherty

Human Resources

833 South Spring Street

Springfield, IL 62704

Phone: (217) 785-1788

Fax: (217) 557-7235

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>

10/01/2018



Job Title: **Administrative Assistant I - Opt SS**  
Agency: Central Management Services  
Closing Date/Time: Thu. 10/04/18 5:00 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: **RC028**  
Bid ID#: **CMS 19008**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street, Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

10/01/2018



Job Title: **Social Service Program Planner III**  
Agency: Human Services  
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-40-107613**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification activities of substance abuse treatment delivery within SUPR agencies. Requires knowledge of DHS/SUPR programs. Requires ability to travel.

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

10/01/2018



Job Title: **Medical Administrator II Option D - Opt 05**  
Agency: Human Services  
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time  
Salary: \$10,441.00 - \$18,498.00 monthly  
Job Type: Part-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **TA000**  
Bid ID#: **10-72-107564**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:  
Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Phone: 708-283-3014  
Fax: 708-283-3017  
email: [alice.chambers@illinois.gov](mailto:alice.chambers@illinois.gov)

10/01/2018



Job Title: **Office Associate - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Fri. 10/05/18 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#: **RCRA 12175**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of IDES office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment, including a PC with related software such as Microsoft Word, Excel, Outlook, Access, the internet and the Illinois Benefit Information System. Requires extensive knowledge of composition, grammar, spelling and punctuation, including legal terminology. Requires the ability to work within short time frames; make decisions independently; work with and maintain confidentiality of documents and case information; and the ability to type accurately at 45 wpm.

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321

10/01/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-82/107074**

Under general supervision of the Associate Director of Social Work, performs highly responsible and complex professional social work services on the day shift. Performs initial assessment of persons requesting mental health services either by phone or in person, provides consultation to community agencies, other professionals and families concerning mental health services for persons in crisis and makes referral to appropriate community services when admission is not indicated.

Valarie Laird /Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141

Fax# 708-338-7078

10/01/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82/106402**

Under general supervision of the activity therapy supervisor is responsible for planning, interviewing, instructing and evaluating facility wide activity programs. Responsible for all ordering of supplies, inventory control of supplies compliant with county health regulations. Assists with other activity programs as needed.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141  
Fax (708) 338-7078



10/01/2018



Job Title: **Social Service Program Planner III**  
Agency: Human Services  
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-40-107614**

Under general direction of the Manager, serves as a substance abuse clinical expert. Provides clinical expertise in the performance of complex technical tasks in relation to the design and implementation of the monitoring process for the purpose of licensure, certification and contract compliance of substance abuse provider.

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

10/01/2018



Job Title: **Lottery Sales Representative**  
Agency: Illinois Lottery  
Closing Date/Time: Mon. 10/01/18 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 18986**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 107 which encompasses the Northwest Side of Chicago; 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

10/01/2018



Job Title: **Human Services Sign Language Interpreter**  
Agency: Human Services  
Closing Date/Time: Tue. 10/02/18 4:59 PM Central Time  
Salary: \$4,059.00 - \$5,503.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10.79-107180**

Under general supervision of the Unit Director of Deaf and Hard of Hearing Services, serves as an interpreter for the deaf and hearing impaired clients during intake, clinical reviews, individual groups, family counseling and discharge planning; provides interpreting services for hearing and hearing impaired state employees. Signs for individuals who are deaf/hard of hearing.

Days Mon-Fri

**CONTACT INFORMATION:**

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

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10/01/2018



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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008

10/01/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 10/01/18 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#: **1849067-495521**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action

**Agency Contact:** Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W Roosevelt, 2nd Fl  
Chicago, IL 60608

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

10/01/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 10/01/18 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#: **1847042-479513**

Under direction of the team supervisor, receives and investigates reports of child abuse and neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of protection needed; conducts home evaluations, observing family situations relating to allegations of abuse and neglect

**Agency Contact:** Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W Roosevelt, 2nd Fl  
Chicago, IL 60608

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

10/01/2018



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

Agency: Children & Family Services

Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time

Salary: \$4,476.00 - \$6,124.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1813065-139801**

Under supervision, conducts initial licensing studies and re-licensing reviews of day care centers and homes to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day centers and homes; conducts on-site inspection; initiates re-licensing activity

Karen Wagner  
1911 S Indiana Ave., 9th floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Fax: 312-328-2321  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov) (email preferred)

10/01/2018



Job Title: **Office Associate - Opt SS2**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 10/01/18 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#: **1813067-130416**

Under direction of the supervisor, performs a variety of complex, specialized clerical support services involving case file maintenance, typing, records processing, and other office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.

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



10/01/2018



## 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  
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