



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

10/16/2018



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 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.

10/16/2018



Job Title: **Public Service Administrator - Opt SS1**
Agency: Children & Family Services
Closing Date/Time: Thu. 10/18/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **1828001-280053**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, with coursework in journalism, communications, marketing, or liberal arts, and three years related administrative experience in media relations, communications, public affairs, or a comparable area; requires strong professional writing and speaking skills; requires ability to speak and write Spanish at a colloquial skill level; requires possession of a valid driver's license and ability to travel.

Agency Contact:
Tracie Crockrell
2020 W Roosevelt Rd 2nd Fl
Chicago, Illinois 60608
Phone: 312/814-1222
Fax: 312/814-1224
tracie.crockrell@illinois.gov

10/16/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Mon. 10/22/18 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-2700-18-0027**

Under general supervision of the Juvenile Justice Youth & Family Specialist Supervisor, coordinates and manages an assigned caseload; counsels youth and family and provides support and guidance; communicates with institutional staff regarding youth needs and progress; monitors service provider's services to ensure compliance with contracts and agency requirements. Reviews documentation to determine family and youth eligibility for federal funding participation (FF); assists in reintegration planning for and direction/supervision of youth; enrolls youth in services, monitors progress, initiates interventions and makes recommendation for action including parole, revocations and discharge and authorizes custodial responses by providers for compliance with agency requirements.

Work Hours: Sun & Mon: 11:00a.m.-7:00 p.m.; Tues – Thurs: 7:00 a.m. – 3:00 p.m., Fri/Sat: off

Work Location: 100 N. Western Ave., Chicago, IL 60612

Agency Contact: IL Department of Juvenile Justice – Aftercare Attn: HR, 2715 W. Monroe Street, Springfield, IL 62704; **OR** Quierra.C.Phillips@illinois.gov

10/16/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Mon. 10/22/18 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-2700-18-0027**

Under general supervision of the Juvenile Justice Youth & Family Specialist Supervisor, coordinates and manages an assigned caseload; counsels youth and family and provides support and guidance; communicates with institutional staff regarding youth needs and progress; monitors service provider's services to ensure compliance with contracts and agency requirements. Reviews documentation to determine family and youth eligibility for federal funding participation (FF); assists in reintegration planning for and direction/supervision of youth; enrolls youth in services, monitors progress, initiates interventions and makes recommendation for action including parole, revocations and discharge and authorizes custodial responses by providers for compliance with agency requirements.

Work Hours: Sun & Mon: 11:00a.m.-7:00 p.m.; Tues – Thurs: 7:00 a.m. – 3:00 p.m., Fri/Sat: off

Work Location: 100 N. Western Ave., Chicago, IL 60612

Agency Contact: IL Department of Juvenile Justice – Aftercare Attn: HR, 2715 W. Monroe Street, Springfield, IL 62704; **OR** Quierra.C.Phillips@illinois.gov

10/16/2018



Job Title: **Educator - Opt C**
Agency: Human Services
Closing Date/Time: Tue. 10/23/18 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#: **10-72-107916**

Requires possession of a current and valid ISBE - issued Professional Educator License with endorsement in special education. Requires elementary knowledge of behavior modification principles.

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

10/16/2018



Job Title: Office Associate - Opt SS2
Agency: Children & Family Services
Closing Date/Time: Tue. 10/23/18 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#: 1847044-476472

Under direction, performs complex clerical services for the Area Administrator and professional staff; prepares and keyboards documents, forms, memoranda, and letters; date stamps and distributes incoming mail; exercises independent judgment and a command of legal, medical, and social terminology to review documents; answers incoming calls and screens callers to determine nature of request; transfers calls to appropriate persons; greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone; translates and interprets, both orally and in writing, for Spanish speaking clients.

SUBMIT BIDS TO:

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

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>

10/16/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 10/16/18 4:59 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10/79-107746**

Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled or other disabled persons.

CONTACT INFORMATION:

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

10/16/2018



Job Title: **Social Services Career Trainee - Opt MC**
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 MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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).

10/16/2018



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).

10/16/2018



Job Title: **Revenue Collection Officer I**
Agency: Revenue
Closing Date/Time: Tue. 10/23/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 19055**

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program

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

10/16/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 10/18/18 5:00 PM Central Time
Salary: \$3,492.00 - \$4,913.00 monthly
\$41,904.00 - \$58,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-82-107881

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 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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10/16/2018



Job Title: Registered Nurse I (Upward Mobility Target Title)
Agency: Human Services
Salary: \$4,710.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC023
Bid ID#: 10-72-38131

Requires Illinois licensure as a Registered Nurse. Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.

AGENCY CONTACT:

Ludeman Center
Human Resources Office
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

10/16/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 10/17/18 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#: **1848051-481260**

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

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

10/16/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Wed. 10/17/18 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#: **1847043-477566**

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

SUBMIT BIDS TO:

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

10/16/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 10/17/18 4:30 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-18-7071

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to keyboard accurately at 45 wpm.

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

217.557.6018 fax with coversheet to my attention

10/16/2018



Job Title: **Mental Health Technician Iv**
Agency: Human Services
Closing Date/Time: Thu. 10/18/18 5:00 PM Central Time
Salary: \$3,035.00 - \$4,253.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **15**
Plan/BU: **RC009**
Bid ID#: **10-72-107834-107848**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and habilitation of individuals with intellectual or developmental disabilities.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017

10/16/2018



Job Title: **CE IV Area Mixtures Control Supervisor**
Agency: Transportation
Closing Date/Time: Thu. 10/18/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **IPR#43104**

This position is accountable for directing and coordinating, within a designated geographical area, all the activities related to the production, testing and reporting of all Portland Cement Concrete (PCC) and Hot Mix Asphalt (HMA) mixtures to ensure compliance with the Standard Specifications and all applicable contract Special Provisions; reviews contract plans and documents; reviews and approves annual Quality Control/Quality Assurance (QC/QA) plans, and contract specific Quality Control (QC) plans and addendums. This position acts as the departmental liaison with local agencies regarding mixture design verification, inspection, and testing within the designated geographical area.

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 by **Thursday, October 18, 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.

10/16/2018



Job Title: **CE IV Senior Design Squad Engineer**
Agency: Transportation
Closing Date/Time: Thu. 10/18/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43101**

This position is accountable for the supervision and direction of a squad of designers within the Plan Preparations Section of the Bureau of Design; and ensures contract plans for highway improvements are prepared and designed in accordance with departmental policies, specifications, procedures and accepted engineering principles.

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10/16/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: State Fire Marshal
Closing Date/Time: Thu. 10/18/18 4:00 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#: **50-50-SFM18-022**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of rules and regulations involving elevator safety. Requires Qualified Elevator Inspector (QEI) certification. Requires a valid, appropriate driver's license and ability to travel statewide.

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

10/16/2018



Job Title: Human Services Caseworker - Opt SS (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 10/19/18 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#: 10-91-107053

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a 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. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to speak, read, and write Spanish at a colloquial skill level.

*Bureau of Employee Services
Brandon Bax
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>

10/16/2018



Job Title: Licensed Practical Nurse II (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 10/18/18 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: 2
Plan/BU: RC009
Bid ID#: 10-72-107871-72

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
217-557-0347
FAX: 217-524-2116

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10/16/2018



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 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.

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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.

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10/16/2018



Job Title: **CE IV Area Mixtures Control Supervisor**
Agency: Transportation
Closing Date/Time: Thu. 10/18/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **IPR#43104**

This position acts as the departmental liaison with local agencies regarding mixture design verification, inspection, and testing within the designated geographical area.

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 by **Thursday, October 18, 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.

10/16/2018



Job Title: **CE IV Senior Design Squad Engineer**
Agency: Transportation
Closing Date/Time: Thu. 10/18/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43101**

This position is accountable for the supervision and direction of a squad of designers within the Plan Preparations Section of the Bureau of Design; and ensures contract plans for highway improvements are prepared and designed in accordance with departmental policies, specifications, procedures and accepted engineering principles.

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10/16/2018



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