



11/23/2020

Job Title: Educator - Opt C
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$3,301.00 - \$6,193.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC063
Bid ID#: 10-44-26710-11

Requires possession of a current and valid ISBE-issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

DRS Title IX Coordinator, 100 S. Grand Ave East, DHS.DRS.TitleIXCoordinator@Illinois.gov, 217-606-9056

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Grant Training Coordinator/Trainer- Temporary - Contractual**
Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 12/08/20 5:00 PM Central Time
Salary: \$45,000.00 - \$47,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-27-2020**

Education: Bachelor's Degree required, Master's degree preferred.

Experience: At least two years of experience presenting trainings and working with adult learners.

Specialized Skills: Proficiency in conducting and scheduling conference, meeting or training sessions and coordination particularly with external stakeholders and public audiences.

Familiarity with grants administration, requirements, and the Illinois Grant Accountability and Transparency Act (GATA). Strong verbal and written communication skills and adaptability to work with various audiences. Ability to translate complex problems and concepts in training.

Knowledge of instructional design theory and implementation. Advanced organizational skills with the ability to handle multiple assignments. MS Office proficiency and e-learning including audio visual equipment, internet/website navigation (web delivery tools).

How to Apply:

CJA.HRDepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.
For example: Grant Training Coordinator/Trainer – Contractual; Jane Doe

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11/23/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2013080-135191**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

Contact:
Karen Wagner
1911 S Indiana Ave., 9th Floor
Chicago, IL 60616

Phone: 312-328-2461
Email: DCFS.LicensingPersonnel@illinois.gov (Preferred)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Occupational Therapist**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-44-26719**

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school. Requires licensure by the Illinois Department of Professional Regulation as an Occupational Therapist.

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.DRSHiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Hearing & Speech Specialist - Opt MCB**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-26713**

Requires possession of a master's degree from an approved school of hearing and speech or language pathology, and possession of an Illinois licensure in audiology or speech or language pathology. Requires working knowledge of methods and procedures of speech or hearing rehabilitation. Requires working knowledge of psychological processes of learning as applied in teaching individuals with handicaps. Requires working knowledge of sound records, audiometers and other specialized equipment used in speech or hearing therapy. Requires ability to plan hearing or speech activities within the area of service. Requires ability to coordinate hearing or speech programs with other programs. Requires ability to prepare detailed reports and summarizations. Requires ability to establish and maintain satisfactory working relationships with individuals and other treatment team staff. Requires the ability to communicate in sign language at a colloquial skill level.

Hours/Work Schedule: Monday-Friday 8:00 AM-4:30 PM; also requires 2 days /month 6am-230pm and 2 days/month 1230pm-9pm.

Anticipated Started Salary Range – \$61,200 - \$91,932

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@illinois.gov.

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11/23/2020

Job Title: **Chicago Cashier and Deposit Manager (PSA, Opt. 2)**
Agency: Department of Revenue
Closing Date/Time: Tue. 11/24/20 11:59 PM Central Time
Salary: \$55,000.00 - \$75,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-31-170-10-01**

1. Professional work experience in accounting, finance, banking, taxes, or related field.
2. Professional supervisory/management experience.
3. Experience supervising/managing a deposit operation and/or a customer service operation.
4. Current professional experience (i.e., within the last 2 years) working with deposit operations (reconciliation of receipts, bank deposits, and other related transactions).
5. Proficiency gathering and compiling data for the purpose of generating complex reports.
6. Experience developing and conducting classroom and/or one-on-one training.
7. Experience recommending and administering discipline or resolving employee grievances.
8. Experience working in a face-to-face customer service role.
9. Bachelor's degree or higher level of education.
10. Experience working with GenTax or similar tax systems, payment receipt and reconciliation systems, and/or credit card systems.
11. Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

12. ESTIMATED HIRING TIMELINE:

13. Applicant notification of interview: **12/01/2020**
Interviews will begin: **12/15/2020**

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11/23/2020

Job Title: **Employment Security Service Representative**
Agency: Department of Employment Security
Closing Date/Time: Fri. 12/04/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **RCRA 90059**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: (217) 785-2647
Fax: (217) 524-2083
Scan: Pamela.Bowen@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$2,994.00 - \$4,020.00 monthly
\$35,928.00 - \$48,240.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-26712**

Requires knowledge skill and mental development equivalent to the completion of high school and six months of cooking experience which provides working knowledge of food preparation and cooking methods on a large-scale basis. Requires possession of a valid Food Service Sanitation Certificate issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated education and experience requirements for this class. Requires elementary knowledge of health and safety requirements of a food service.

Hours/Work Schedule: 7:00 AM-3:30 PM, ROTATING DAYS OFF

Anticipated Started Salary Range – \$35,928 - \$48,240

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@illinois.gov.

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Job Title: **Occupational Therapist**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-44-26719**

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school. Requires licensure by the Illinois Department of Professional Regulation as an Occupational Therapist.

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.DRSHiringUnit@illinois.gov

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11/23/2020

Job Title: **Hearing & Speech Specialist - Opt MCB**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-26713**

Requires possession of a master's degree from an approved school of hearing and speech or language pathology, and possession of an Illinois licensure in audiology or speech or language pathology. Requires working knowledge of methods and procedures of speech or hearing rehabilitation. Requires working knowledge of psychological processes of learning as applied in teaching individuals with handicaps. Requires working knowledge of sound records, audiometers and other specialized equipment used in speech or hearing therapy. Requires ability to plan hearing or speech activities within the area of service. Requires ability to coordinate hearing or speech programs with other programs. Requires ability to prepare detailed reports and summarizations. Requires ability to establish and maintain satisfactory working relationships with individuals and other treatment team staff. Requires the ability to communicate in sign language at a colloquial skill level.

Hours/Work Schedule: Monday-Friday 8:00 AM-4:30 PM; also requires 2 days /month 6am-230pm and 2 days/month 1230pm-9pm.

Anticipated Started Salary Range – \$61,200 - \$91,932

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@illinois.gov.

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11/23/2020

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Agency: Department of Employment Security
Closing Date/Time: Fri. 12/04/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **RCRA 90059**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: (217) 785-2647
Fax: (217) 524-2083
Scan: Pamela.Bowen@illinois.gov

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11/23/2020

Job Title: **Labor Conciliator**
Agency: Department of Labor
Closing Date/Time: Tue. 12/01/20 11:59 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-30-100-02**

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law and labor problems.
Requires three years professional experience in industrial relations, the negotiation of labor disputes and contracts or general business management

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: Internal Security Investigator II - Opt A
Agency: Department of Human Services
Closing Date/Time: Tue. 11/24/20 5:00 PM Central Time
Salary: \$5,384.00 - \$8,134.00 monthly
\$64,608.00 - \$97,608.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-14-26613

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F .B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work o(a related field. Requires ability to travel.

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

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

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11/23/2020

Job Title: Social Service Program Planner Iv
Agency: Department of Human Services
Closing Date/Time: Tue. 12/01/20 5:00 PM Central Time
Salary: \$5,690.00 - \$8,620.00 monthly
\$68,280.00 - \$103,440.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-89-26648

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Preferably a master's degree in Social Work (MSW) or a master's in a social services field. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires extensive knowledge of the administrative rules, procedures and goals for the licensure and certification of community agencies serving people with developmental disabilities and mental illness. Requires the ability to travel statewide, including overnight stays. Requires a valid driver's license. Requires the ability to meet criteria as a Qualified Intellectual Disability Professional (QIDP). Must be proficient in Microsoft Word, Excel, Sharepoint, PowerPoint, and Systems Applications and Projects (SAP). Requires the ability to provide guidance and training to team members and community agency personnel serving people with developmental disabilities and mental illness.

Hours/Work Schedule:

8:30 am – 5:00 pm (M-F)

Anticipated Started Salary Range – \$68,280 - \$103,440

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

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11/23/2020

Job Title: **Chicago Cashier and Deposit Manager (PSA, Opt. 2)**
Agency: Department of Revenue
Closing Date/Time: Tue. 11/24/20 11:59 PM Central Time
Salary: \$55,000.00 - \$75,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-31-170-10-01**

14. Professional work experience in accounting, finance, banking, taxes, or related field.
15. Professional supervisory/management experience.
16. Experience supervising/managing a deposit operation and/or a customer service operation.
17. Current professional experience (i.e., within the last 2 years) working with deposit operations (reconciliation of receipts, bank deposits, and other related transactions).
18. Proficiency gathering and compiling data for the purpose of generating complex reports.
19. Experience developing and conducting classroom and/or one-on-one training.
20. Experience recommending and administering discipline or resolving employee grievances.
21. Experience working in a face-to-face customer service role.
22. Bachelor's degree or higher level of education.
23. Experience working with GenTax or similar tax systems, payment receipt and reconciliation systems, and/or credit card systems.
24. Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

25. ESTIMATED HIRING TIMELINE:

26. Applicant notification of interview: **12/01/2020**
Interviews will begin: **12/15/2020**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Senior Public Service Administrator - Opt 8Q**
Agency: Department of Veterans' Affairs
Closing Date/Time: Wed. 11/25/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **XG000**
Bid ID#: **34-101-21-11**

Requires current State of Illinois (Dept. of professional Regulation) Nursing Home license and current status on required education units (CEUs). Requires knowledge, skill and mental development equivalent to completion of 4 years of college with coursework in business or public administration; Requires prior experience equivalent to 4 years of progressively responsible administrative experience in a public or business organization; Ability to grasp and understand knowledge of Agency programs and service objectives, activities and operational systems within 6 months of hire; Requires thorough knowledge of staff utilization and employee motivation; Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Honorably discharged Veteran from the U.S. military preferred.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Senior Project Manager**
Agency: Illinois Power Agency
Closing Date/Time: Fri. 12/04/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-03**

Required Experience

- Bachelor's degree in business, or related field, or the equivalent combination of education and experience. Graduate degree preferred.
- Formal training in project management (e.g., Certified Project Management Professional).
- 5 or more years of experience managing government, non-profit, or private sector projects spanning all phases of project management (initiating, planning, executing, controlling, and closing).
- Demonstrated knowledge and experience applying project management concepts, including but not limited to project charters, work breakdown structures, network diagrams, Gantt charts, etc.

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Communications Manager**
Agency: Illinois Power Agency
Closing Date/Time: Fri. 12/04/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-02**

Required Experience

- Bachelor's degree in communications, journalism, English, or the equivalent combination of education and experience.
- Minimum 5 years of experience in a government, non-profit, or corporate communication, marketing, or similar role.
- Strong knowledge of communication practices and techniques.
- Demonstrated experience designing and creating communication and marketing strategies for new products, services, programs, events, and related promotions.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Department of Revenue
Closing Date/Time: Wed. 12/02/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 26593**

Requires graduation from a recognized law school and the possession of a license to practice law in Illinois. Requires three years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems.

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

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11/23/2020

Job Title: Office Associate - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2013078-130621

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Department of Children & Family Services
Supervisor: Judith Woodson
1911 S. Indiana Ave.
Chicago, IL 60616
Work Hours: 8:30 AM - 5:00 PM -- Monday thru Friday

Contact:
Karen Wagner
1911 S Indiana Ave, 9th Floor
Chicago, IL 60616
Phone: 312-328-2461
Email: DCFS.LicensingPersonnel@illinois.gov (Preferred)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



11/23/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).