



12/10/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Department of Children & Family Services
Closing Date/Time: Fri. 12/18/20 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#: **2008027-088111**

Requires an MSW from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires extensive knowledge of agency policies and procedures and the ability to analyze administrative problems and adopt an effective course of action; requires possession of a valid driver's license and ability to travel.

Contact:
Jill Mazrim

406 E. Monroe, Station 373
Springfield, IL 62701
217-558-0502
Fax: 217-524-3970
Email: Jill.A.Mazrim@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).



12/10/2020

Job Title: **Student Intern**
Agency: Department of Employment Security
Closing Date/Time: Fri. 12/18/20 11:59 PM Central Time
Salary: \$1,631.00 - \$2,990.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **4**
Bid ID#: **RA 09222**

MUST be actively enrolled in college.

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow written and oral instructions; establish and maintain working relationship with agency staff and the general public. Prefers ability to utilize Microsoft Office products such as Word, Excel and Outlook.

WORK LOCATION:

33 S. State Street
Chicago, IL 60603

Where to Apply

IDES Recruitment & Selection

33 S. State Street, 8th Floor
Chicago, IL 60603

DES.JOBS@illinois.gov

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12/10/2020

Job Title: **Technical Advisor I - Legal Assistant**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 12/21/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **CJIA 45251-33-2020**

Requires graduation from a recognized law school. Prefers experience drafting and reviewing contracts and/or grant agreements. Legal experience in the criminal justice system or victim advocacy services preferred. Must be familiar with word processing technology, specifically Microsoft Office software. Individual must be able to travel.

WORK LOCATION:

Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

Agency Contact:

cja.hrdepartment@illinois.gov

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12/10/2020

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Mon. 12/21/20 5:00 PM Central Time
Salary: \$3,980.00 - \$5,804.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-48-26945**

Requires possession of a master's degree from a college or university program accredited by the Council on Rehabilitation Education (CORE); or, a master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. For Option H only, the following master's Degrees are also acceptable: social work, sociology, gerontology and nursing. This class is included as an Upward Mobility Program credential title. Requires the ability to travel to individual's home; requires ability in the home services program to physically enter living space accessible to the individual and to learn to visually assess the total condition of the home environment for suitability and planning of services.

Anticipated Starting Salary Range – \$3,980 to \$5,804 per month or \$47,760 to \$69,648 per year

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

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12/10/2020

Job Title: **Bank Examiner I (Upward Mobility Target Title)**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **26892**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, corporate finance, banking and monetary theory. Requires successful completion of the Financial Institutions Examiner Trainee program. Requires elementary knowledge and understanding of the various types of investment securities and other collateral held by financial institutions, and the source from which necessary information may be obtained. Requires working knowledge of the Illinois Banking Act, and other applicable state and federal laws and regulations; electronic software used by regulators in examining depository institutions. Requires ability to analyze and interpret all types of records and financial statements maintained by banks and other relevant institutions; analyze internal systems and procedures, and to evaluate management policies and methods;

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

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12/10/2020

Job Title: **Program Integrity Auditor Trainee**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **26912**

Requires possession of a bachelor's degree with coursework concentration in accounting or business administration. Requires elementary knowledge of program integrity reviewing theory, principles and procedures; information technology as utilized by the agency; state government; the agency's programs, policies and regulations. Requires ability to understand and follow complex oral and written instructions; acquire and maintain requisite skills and knowledges needed to conduct examinations of agency programs and/or providers; develop and maintain satisfactory working relationships with other employees and agency provider representatives and maintain effective public relations; communicate effectively in verbal and written form; prepare documentation and written reports; react effectively and efficiently under stressful conditions. Requires an appropriate valid driver's license or the ability to travel to remote sites.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

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12/10/2020

Job Title: **Program Integrity Auditor Trainee**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **26912**

Requires possession of a bachelor's degree with coursework concentration in accounting or business administration. Requires elementary knowledge of program integrity reviewing theory, principles and procedures; information technology as utilized by the agency; state government; the agency's programs, policies and regulations. Requires ability to understand and follow complex oral and written instructions; acquire and maintain requisite skills and knowledges needed to conduct examinations of agency programs and/or providers; develop and maintain satisfactory working relationships with other employees and agency provider representatives and maintain effective public relations; communicate effectively in verbal and written form; prepare documentation and written reports; react effectively and efficiently under stressful conditions. Requires an appropriate valid driver's license or the ability to travel to remote sites.

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12/10/2020

Job Title: **Program Integrity Auditor I**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **26913**

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration. Requires satisfactory completion of agency-sponsored program integrity training program. Requires working knowledge of program integrity review theory and procedures; business administration principles and practices; the agency's programs, policies and regulations; state government; governmental program integrity review and accounting principles and practices; information technology as utilized by the agency. Requires ability to prepare documentation and logical, well-ordered written reports and to communicate effectively, both verbally and in writing

Agency Contact: Human Resources

320 W Washington St, 2nd floor

Springfield, IL 62786

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217-557-3022 Fax

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12/10/2020

Job Title: **Internal Affairs Investigations Supervisor (PSA, Opt. 7A)**
Agency: Department of Revenue
Closing Date/Time: Tue. 12/22/20 11:59 PM Central Time
Salary: \$60,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-09-400-00-01**

1. Requires three (3) years of progressively responsible administrative experience as a sworn full-time law enforcement officer.
2. Requires three (3) years experience conducting investigations.
3. Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in law enforcement, criminal justice, pre-law or related field.
4. Requires thorough knowledge of current law enforcement investigatory concepts and techniques.
5. Requires extensive knowledge of laws of arrest, search and seizure, service of legal process, rights of citizens, court procedures and rules of evidence.
6. Requires skill in conducting criminal investigations and preparing professional investigative reports.
7. **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.**

8. ESTIMATED HIRING TIMELINE:

9. Applicant notification of interview: **12/30/2020**
Interviews will begin: **01/12/2021**

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12/10/2020

Job Title: Senior Immigration Fellow
Agency: Department of Human Services
Closing Date/Time: Tue. 12/15/20 5:00 PM Central Time
Salary: \$66.93 - \$93.71 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 21-038

Requires knowledge, skill, and development equivalent to four years of college in a public or business organization; Graduate degree/JD preferred. Requires four years of increasingly responsible administrative experience in a public or private organization. Requires a minimum of four years professional experience working on immigrant and refugee issues in the non-profit, government, education, and/or philanthropic sectors. Requires advanced computer skills, including Microsoft Word, Excel, PowerPoint, SharePoint, etc. Requires strong meeting planning and facilitation experience and skills for in-person and technology-based gatherings. Requires strong project management experience and skills. Requires the ability to communicate in a clear and concise manner with varied audiences. Requires experience with program development, implementation, and evaluation. Requires competence in collecting, synthesizing, and communicating data in support of program and policy change. Requires demonstrated commitment to strengths-based, culturally-responsive practices and approaches that support and advance immigrant and refugee families and communities.

Location

Illinois Department of Human Services
Office of the Secretary
401 S Clinton Ave, 7th Floor
Chicago, IL 60607

Hours

Monday - Friday; 08:30 AM - 05:00 PM

Agency Contact

Lurdes Aceves
Office of the Secretary
Lurdes.Aceves@Illinois.gov

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12/10/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Department of Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

At the time the position is posted, interested applicants must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from 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).

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12/10/2020

Job Title: **Corrections Treatment Officer**
Agency: Department of Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

[Click Here for Applicant Information and Grading Procedures](#)

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12/10/2020

Job Title: **Senior Public Service Administrator - Opt 8L**
Agency: Illinois Liquor Control Commission
Closing Date/Time: Wed. 12/23/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **ILCC 26740**

Minimum Requirements

1. Requires knowledge, skill and mental development equivalent to completion of four years of college and completion of law school.
2. Requires an Illinois law license.

AGENCY CONTACT:

Illinois Liquor Commission – Human Resources

Jefferson Terrace, 300 West Jefferson St., Suite 300 Springfield, IL 62702

email: LCC.HumanResources@Illinois.gov

(217) 524-9111 Fax

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).



12/10/2020

Job Title: **Technical Advisor II**
Agency: Department of Revenue
Closing Date/Time: Tue. 12/22/20 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 26844**

Requires graduation from a recognized law school and requires the possession of a license to practice law in Illinois. Requires working knowledge of the common law and the provisions of state and federal laws relating to administrative and regulatory functions. 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 maintain satisfactory working relationships with supervisors, other attorneys, and the general public. Requires the ability to travel during assignments. Requires experience in utilizing computer-based research tools, preferably those related to tax (e.g., Westlaw, RIA Checkpoint).

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

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).



12/10/2020

Job Title: **Chicago Deposit Operations Manager (PSA, Opt. 1)**
Agency: Department of Revenue
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time
Salary: \$70,000.00 - \$95,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **37015-25-31-170-00-01**

The Illinois Department of Revenue is seeking to hire a manager for our Chicago Operations Division who has supervisory and customer service experience in addition to strong analytical, interpersonal, and oral/written communication skills and experience working with banking rules/regulations/laws as well as Image Cash Letter banking/Check 21 and imaging technology. The division—comprised of two subordinate managers with approximately 30 total professional and accountant-series employees—has two sections: the Cashier & Deposit Section mans a multi-million dollar payment center and ensures that the daily deposit is timely balanced and transmitted to the bank, and the Motor Vehicle Use Tax (MVUT) Section provides customer service to Illinois taxpayers who utilize any of our four walk-up cashiers located within the Chicago Metro area to file and pay Motor Vehicle Use Tax.

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome.

Reasonable Accommodation Statement

Persons with disabilities are provided reasonable accommodations throughout the hiring process and during performance of all job duties. Please email the Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524 - 7514 for further information and to request an accommodation.

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12/10/2020

Job Title: **Corrections Treatment Officer**
Agency: Department of Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

[Click Here for Applicant Information and Grading Procedures](#)

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12/10/2020

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Department of Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

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12/10/2020

Job Title: **Building/Grounds Maintenance Worker**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 12/11/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **34-127-21-34**

Requires knowledge, skills and mental development equivalent to completion of high school plus one year of maintenance work experience, preferably associated with the building and mechanical trades and/or heavy equipment operation. Requires elementary knowledge of one or more of the building and mechanical trades. Requires ability to use hand and power tools, operate heavy equipment or perform semiskilled manual work in a safe manner. Requires elementary knowledge of grounds maintenance equipment (e.g. tractor lawn mower, string trimmer, shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to understand in English, both orally and in writing. Requires ability to follow simple oral and written instructions. Requires a valid driver's license. Honorable discharge from 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

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@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).



12/10/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 12/11/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-27**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires working knowledge of the methods, techniques and purposes of recreational therapy, music therapy, art therapy, dance therapy or drama therapy. Requires working knowledge of the attitudes, problems and behaviors of individuals and groups. Requires elementary knowledge of the programs inherent in activity therapy and the ability to motivate interest in them. Requires ability to assess the individual's current level of functioning, strengths, needs and interests. Requires the ability to communicate effectively both orally and in writing and ability to prepare records and reports. Requires ability to lead and direct other workers in carrying out specific projects. Requires a valid driver's license and the ability to travel. Honorable discharge from U.S. militant 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

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@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).



12/10/2020

Job Title: **Corrections Treatment Officer**
Agency: Department of Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

[Click Here for Applicant Information and Grading Procedures](#)

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).

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).



12/10/2020

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).