



12/13/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



12/13/2020

Job Title: **Social Worker II (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$4,831.00 - \$7,244.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-79-27027**

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 patients. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumptions underlying the social work field; Requires a working knowledge of the employing agency's rules and regulations covering the social work field.

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.MHHiringUnit@illinois.gov](mailto:DHS.MHHiringUnit@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](#).**

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12/13/2020

Job Title: **Mental Health Recovery Support Specialist I**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 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: **RC062**  
Bid ID#: **10-82-27003**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services and willing to identify as such. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.MHHiringUnit@illinois.gov](mailto:DHS.MHHiringUnit@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](#).**

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

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12/13/2020

Job Title: **Audit Field Compliance Assistant Division Manager - Sales Tax (SPSA, Opt. 2A)**  
Agency: Department of Revenue  
Closing Date/Time: Thu. 12/31/20 11:59 PM Central Time  
Salary: \$85,000.00 - \$105,000.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TG000**  
Bid ID#: **40070-25-41-130-00-01**

**Serves as the Audit Field Compliance Assistant Division Manager - Sales Tax.**

- Plans, directs, coordinates and manages the tax auditing activities relating to Sales & Miscellaneous Taxes within an assigned geographical area;
- Assigns, supervises and reviews, through subordinate supervisors, a professional staff engaged in the auditing of taxpayers books and records, ensuring compliance with tax laws and rules and regulations, and in providing advice and/or assistance to taxpayers pertaining to Sales and Miscellaneous Taxes administered by the Illinois Department of Revenue (IDOR);
- Travels as necessary to enforce management and administration of the assigned offices or geographically assigned areas.

#### ESTIMATED HIRING TIMELINE:

Applicant notification of interview: 01/07/2021

Interviews will begin: 01/20/2021

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12/13/2020

Job Title: **Medical Administrator II Option D - Opt 06 (Medical Director)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/31/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TA000**  
Bid ID#: **10-72-26979**

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

**Agency Contact:**

David C. Bruce, HR Specialist  
IDHS / SODC Operations  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone ~ (708)785-6454  
Fax ~ (708)283-3017  
David.C.Bruce@illinois.gov

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12/13/2020

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](mailto:DES.JOBS@illinois.gov)

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12/13/2020

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](mailto:cja.hrdepartment@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).



12/13/2020

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

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

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12/13/2020

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](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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12/13/2020

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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217-557-3022 Fax

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12/13/2020

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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12/13/2020

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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12/13/2020

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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12/13/2020

**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](mailto:Lurdes.Aceves@Illinois.gov)

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12/13/2020

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/13/2020

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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12/13/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



12/13/2020

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



12/13/2020

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](mailto:CMS.DisabilityResCen@illinois.gov) or call (217) 524 - 7514 for further information and to request an accommodation.

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12/13/2020

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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12/13/2020

### 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](mailto: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](mailto: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.

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