



Apartment Leasing Agents

Published: Monday, 21 Feb 2011, 4:00 AM CST

The Homestead Group is entering its 16th year of operations and is expanding at an astounding rate. With offices at 3338 N. Southport Avenue and 821 N. Milwaukee Avenue, we have the entire Chicago metropolitan area thoroughly blanketed. If you are bright, energetic, and have a burning desire to succeed, apply for one of the following positions today.

The following position is now available: Leasing Consultant
The Homestead Group is seeking bright, energetic individuals to lease its fantastic apartments. If you are a hard worker who can think on your feet, you can easily earn up to \$2500 per week. A car, auto insurance and a burning desire to succeed are all that is necessary. Please send your resume to career@thehomesteadgroup.com.

More info: <http://www.thehomesteadgroup.com/index.php/cms/careers.html>

Security Officer

Facility: Holy Family Medical Center, Des Plaines, IL

Department: Security

Schedule: Full-time

Shift: Rotation

Hours: varied

Contact Information: Contact: Shana Sedehi

Address: Des Plaines, IL. 60016

Job Details:

High school diploma or equivalent is required

Resurrection Health Care is hiring a full time Security Officer. The position is based at Holy Family Medical Center in Des Plaines.

The security officer performs activities necessary to the provision of a safe and secure environment for employees, patients, and visitors of the hospital. High School diploma or equivalent is required. Previous security experience and/or training in Health Care Security is highly preferred. PSTN 12 Security Officer Certification is highly preferred. Must have excellent customer service and communication skills. Basic computer skills are required.

To apply log on to www.reshealth.org

5104 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Temple Executive Director

Published : Tuesday, 22 Feb 2011, 1:00 AM CST

Temple Anshe Sholom, located in Olympia Fields, is a 320-household Reform Jewish synagogue that has served Chicago's southland for more than 65 years. Together with the Rabbi and Board of Directors, the Executive Director manages congregational life, as well as oversees day-to-day business and building operations.

Responsibilities include managing the Temple's business and financial affairs, communicating with lay leadership, congregants and community members, and coordinating program needs pertinent to High Holy Days, Shabbat Services, Festivals and Special Events.

Candidate should possess good working knowledge of accepted accounting procedures, proven computer skills in a networking environment, working knowledge of Microsoft suite and QuickBooks, excellent written and oral communication skills and time management skills.

Must maintain strict confidentiality. Knowledge of Jewish customs and practices is required. This is a full-time position, requiring some evening and weekend meetings and attendance at congregational programs. Qualified applicants should email their resume and cover letter to anshejobs@gmail.com.

No phone inquiries.

Temple Anshe Sholom is an equal opportunity employer and does not discriminate in the hiring of personnel based upon age, sex, sexual orientation, race or national origin. 5 years experience preferred; bachelors degree preferred

- Location: Olympia Fields, IL
- Compensation: \$45,000 - \$55,000 (including benefits), full-time, 1 yr contract, paid vacation, sick leave
- This is a contract job.
- This is at a non-profit organization.
- Email anshejobs@gmail.com

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Applications are being accepted for the following position:

Position Title: Driver License Hearing Officer

Date of Notice: February 18, 2011

Salary Range: \$3043 - \$6140

Position Number: K3150-27-20-05-115 & 116

Department: (Division/Section/Unit): Administrative Hearings

Work County: Cook

County Code: 016

Location: Schaumburg Facility & 17 North State Street

Work Schedule: FLEXIBLE WORK SCHEDULE

7.50 Hrs Per Day, Mon, Tues, Thurs, & Fri, 60 Min Lunch

Start Between 8:00 AM - 9:30 AM/ End Between 4:30 PM - 5:30 PM

7.50 Hrs Per Day, Wed, 60 Min Lunch

Start Between 8:00 AM - 9:30 AM/ End Between 4:30 PM - 6:00 PM

MON-FRI/7.50 HR WORK SCHEDULE

7.50 Hrs Per Day, Mon - Fri, 8:30 AM - 5:00 PM, 60 Min Lunch

Does this position require a valid driver's license or another type of licensure?

Yes ___ No ___X___

DESCRIPTION OF DUTIES INCLUDING SPECIAL OR DISTINGUISHING FEATURES:

For information regarding our testing procedures please visit our website:

<http://www.cyberdriveillinois.com/departments/personnel> or contact one of our Job

Counselors at:

Department of Personnel Department of Personnel

Howlett Building 17 North State Street

Room 196 Suite 1276

Springfield, Illinois Chicago, Illinois 60602

(217) 782-4783 (312)793-5515

This notice expires **14** calendar days from the date of posting.

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CSX IS HIRING - PASS IT ON!!! EXCELLENT OPPORTUNITY THAT DOES NOT REQUIRE A DEGREE! PASS-ON TO SOMEONE WHO CAN USE THIS!

Great jobs for young men who aren't in college and strong young women also! This is Obama money for "infrastructure" the jobs are located all over, paid training in Atlanta . This is an awesome opportunity, please pass this on. These jobs pay good wages.

Training: You will attend two or three weeks of training at the Railroad Education & Development Institute in Atlanta, GA. CSX will pay for travel, lodging and meals as required by collective bargaining agreement.

Track Worker-030702 Job Summary: Work as a member of a crew to install new railroad track, maintain existing track and right-of-way. Replace or repair track switches with specific components. Slide and align tie plates. Drill holes through rails for insertion of bolts and tighten or loosen bolts at joints that hold ends or rails together. Correct deviations in track surface, alignment and gauge
Cut rails to specific lengths etc.

Pay Rate Entry Rate \$19.36/hour Full Rate \$21.52/hour Promotional/ Advancement Opportunities: Under Maintenance of Way Collective Bargaining Agreement, Track Workers may be considered for advancement or promotion to other positions within the Engineering Department if qualified.

Machine Operator \$23.25 - \$24.81/hour
Welder Helper \$21.93/hour
Bridge Tender \$21.93/hour
Bridge Mechanic \$22.65/hour
Foreman \$22.71 - \$25.53/hour
Track Inspector \$23.98 - \$25.14/hour

Qualifications: High School diploma/GED; 18 years of age or older; Valid Driver's License

At CSX, two of the company's core values are People Make The Difference and Safety Is A Way of Life. We are committed to offering our team members the most competitive compensation and benefits package available, unlimited opportunities for development and growth throughout an exciting and rewarding career, and the safest work environment possible.

CSX is an Equal Opportunity / Affirmative Action Employer that supports diversity in the workplace.

Apply online to this and other positions:
<http://www.csx.com/?fuseaction=careers.mainf>

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Coder

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL
Department: Health Information Management
Schedule: Full-time
Shift: Day shift
Hours: 8:00am - 4:30 pm M-Fri

Job Details:

1-2 years experience is required
Codes and abstracts diagnoses and/or surgical procedures on all inpatient, outpatient and ER records utilizing ICD-9 CM and CPT-4 coding classification systems. Completes MS-DRG and APC assignments on inpatient or outpatient record as appropriate. Ensures ethical and accurate coding, in accordance with all regulatory requirements and AHIMA Standards of Ethical Coding. 1-2years ICD-9 CM coding experience in an acute hospital setting required. RHIT (or eligible), RHIA (or eligible), CCS or CPC-H. Non-credentialed candidate with previous coding experience or those with coding certificate will be considered.

Apply online at www.reshealth.org

Cook

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL
Department: Food & Nutrition Services
Schedule: Full-time
Shift: Day/PM rotation
Hours: 5-1:30PM, 11-7:30PM or 7AM-3:30PM

Job Details:

Certification Preferred
Experience is preferred
This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times. Position will maintain high quality standards in all aspects of production and service. Illinois Department of Public Health Food Service Sanitation Certification required, City of Chicago certification required for all facilities located in Chicago. Certifications should be secured within six (6) months of hire. 1 -3 years experience preferred.

Apply online at www.reshealth.org

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Job Title: Administrative Assistant I - Opt M1 (Option M1 - Dept Corrections)

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/01/11 4:00 PM Central Time

Salary: \$3,971.00 - \$5,814.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ27-10-11-0931

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction of the Superintendent of School District 428 (SPSA), serves as staff assistant assisting in the interpretation and installation of procedures effecting statewide educational programs for the Juvenile facilities including the academic, career and technical, and special education programs and operations; conducts studies and investigates problems affecting School District operations; serves as a liaison with management; prepares and processes correspondence which is confidential in nature; establishes and maintains files.

00501-27-10-000-05-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year professional experience in a public or private organization.

Work Hours & Location/Agency Contact:

WORK SCHEDULE: 8:00 A.M. - 4:00 P.M. MONDAY THROUGH FRIDAY

DAYS OFF: SATURDAY & SUNDAY

LOCATION/AGENCY: IDJJ SCHOOL DISTRICT 428, ILLINOIS YOUTH CENTER CHICAGO, 136 NORTH WESTERN AVENUE, CHICAGO, IL 60612

CONTACT: RACHEL FERGUSON, IDOC/DJJ PUBLIC SAFETY SHARED SERVICES HIRING UNIT, 1301 CONCORDIA COURT, SPRINGFIELD, IL 62794

How to Apply:

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).

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Dietitian

Facility: Holy Family Medical Center, Des Plaines, IL

Department: Food & Nutrition Services

Schedule: Part-time

Shift: Day shift

Hours: 7:00-3:30

Contact Information: Contact: Libby Skolnik

Job Details: Bachelors degree is required

Certification Required

Licensure Required

1-2 years experience is required

Holy Family Medical Center is located at River And Golf Roads in Des Plaines, Illinois. Our facility consists of a Long Term Acute Care Hospital, the eICU, Same Day surgery, Keys to Recovery, outpatient departments for Imaging, Laboratory, Rehab.

We also house several corporate departments for Resurrection Health Care and are attached to two medical buildings. HFMC is on the leading edge of medical care and medical technology! This new position will provide nutritional expertise in growing, exciting and supportive environment!

General Duties:

Under the general supervision of the Chief Clinical Dietitian, provides optimal nutritional care for all patients. Develops, implements, monitors, and evaluates nutritional treatment plans in collaboration with the multidisciplinary health care team.

Schedules nutrition care plans, documents in medical records. participates as a health care team member and supervises the activities of support personnel.

Requirements:

Bachelor's Degree and Current Illinois RD license. 2 + yrs of previous working experience, with at least one year in an acute/critical/ICU environment.

Ability to screen patients. strong communication skills, able to work independently, strong work ethic, team player, must be comfortable and experienced with wound care, trach/vent and medically complex patients.

Apply online at www.reshealth.org

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Job Title: Executive Secretary II - Opt 2 (Upward Mobility Target Title)

(Option 2 – Typing)

Agency: Children & Family Services

Closing Date/Time: Mon. 03/07/11 5:00 PM Central Time

Salary: \$3,492.00 - \$4,778.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1113005-131910

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction of the Associate Deputy Director, performs highly responsible administrative secretarial work, often of a confidential nature; carries out varied and important routing and special assignments; analyzes and interprets data and prepares reports; serves as a liaison to agency divisional managers for a variety of special and/or ongoing projects.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years' secretarial or business college and two years of secretarial experience; or completion of high school and four years' secretarial experience; requires the ability to type accurately at 55 wpm.

Work Hours & Location/Agency Contact: Monday-Friday 8:30am-5:00pm
15115 S. Dixie Highway Harvey II 60426

SEND TO:

TRACIE CROCKRELL / OFFICE OF EMPLOYEE SERVICES
JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601
PHONE: (312) 814-1222 FAX#: (312) 814-1224

How to Apply:

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).

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Driver

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL
Department: Transportation
Schedule: Full-time
Shift: Day shift
Hours: 6:30 am - 3:00 pm

Job Details: About Resurrection Health Care
Nationally ranked in quality care, Resurrection Health Care (RHC) is a leading non-profit health system, providing advanced medical care and exceptional customer service with compassion and hope. Our family of health care services includes hospitals, nursing homes, retirement communities, home health services, behavioral health programs, outpatient centers and medical offices conveniently located in many Chicagoland neighborhoods. For 2011, we have been recognized by HealthGrades® with numerous awards including the Distinguished Hospital Award for Clinical Excellence™ and dozens of five-star ratings and specialty excellence awards, placing our hospitals among the top in the nation. EOE/AA/M/F/D/V

Apply online at www.reshealth.org

Registrar

Facility: Saint Joseph Hospital, Chicago, IL
Department: Laboure Outpatient Center
Schedule: Part-time
Shift: Day/PM rotation
Hours: 8:30AM to 5:30PM

Job Details:
1-2 years experience is required

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Bi-lingual Spanish Preferred. Must have knowledge of medial terminology, proficient in basic computer skills and CPR preferred.

Apply online at www.reshealth.org



Job Title: Meat & Poultry Inspector

Agency: Agriculture

Salary: \$3,628.00 - \$4,621.00 monthly

Job Type: Full-Time

Location: Cook County Zone 2, Illinois

Number of Vacancies: 1

Plan/BU: RC033 Bid ID#: IDOA 1433

MUST RESIDE IN COOK COUNTY - NORTH OF I-290 - AT TIME OF HIRE. Only those interested that have successfully completed an agency approved MPI trainee program are eligible to apply at this time. If you have not completed the training program, you must take written exam @ CMS for MPI Trainee.

Minimum Requirements: Requires the successful completion of an agency approved meat and poultry inspection training program. Requires a valid Illinois driver's license. Requires ability to lift materials weighing up to 20 pounds. Requires physical ability to access licensed establishments to perform inspections. Requires ability to perform carcass examinations. Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry. Requires working knowledge of the methods and techniques of ante-mortem and postmortem inspections involving meat producing animals and poultry. Requires working knowledge of applicable laws, rules and regulations governing the inspection and processing of meat and poultry products.

Work Hours & Location/Agency Contact: Day Shift

Cook County (North of I-290) residency required at time of hire

When testing for the MPI Trainee at CMS, be sure to indicate Region I to be considered for this position

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds Springfield, IL 62794-9281 217-785-5099

How to Apply: If you have not completed the MPI Trainee program with IDOA, you are not eligible to bid on this position as posted. You must take the MPI Trainee test with CMS. If not filled via bargaining unit language as an inspector, we will request the O/C list from CMS for MPI Trainee. For those that have completed the MPI Trainee program with IDOA, submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

THOSE WHO HAVE NOT COMPLETED THE MPI TRAINEE PROGRAM SHOULD TAKE WRITTEN EXAM AT CMS IN ORDER TO BE PLACED ON THE ELIGIBLE FOR TRAINEE HIRING.

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Registration Rep. Amb

Facility: Resurrection Ambulatory Services, Chicago, IL

Department: Holy Family ICC

Schedule: Part-time

Shift: Rotation

Hours: Varies

Job Details:

High school diploma or equivalent is required. Experience is preferred. Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Apply online at www.reshealth.org

Bus Service Monitor

Location: Arlington Heights

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Section Manager, Operating Services, responsible for boarding and alighting counts on assigned bus trips; performing spot checks on drivers and equipment; monitoring operations of carriers throughout the region; carrier start-ups, which include training operating personnel and surveying Pace routes for IBS. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and possess a valid driver's license and have accessibility to an automobile. Qualified candidate must exhibit independent judgment, attention to detail and good communication skills including writing skills as selected individuals will originate reports and maintain accurate records. Must have basic computer skills. The performance of these duties may be required at any time of the day and night, any day and night of the week. Must be able to obtain a Class "B" Commercial Driver's License with air brake restriction and passenger endorsement. Qualified candidate must have a good work history. This is a safety-sensitive position.

Apply at www.pacebus.com

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Contract Buyer I

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies.

Performs price/cost analyses. Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/Other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required.

Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

Apply at www.pacebus.com

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Job Title: Office Clerk - Opt 1 (Option 1 – General)

Agency: Human Services

Salary: \$2,505.00 - \$3,150.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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).

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Management Trainee

Job ID: 2010-23356

Category: Management Trainee Program - All Positions

Location: US-IL- Area: Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

Responsibilities:

As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service.

We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Qualifications:

Bachelor's degree required.

Must have experience in sales, customer service or management/leadership in the past two years.

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

We are an Equal Opportunity Employer M/F/D/V.

Apply at <https://us-erac.icims.com/jobs/23356/job>

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Job Title: Office Clerk - Opt 2 (Option 2 – Typing)

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,505.00 - \$3,150.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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Job Title: Diesel Mechanic

Company: Ryder

Position Description:

The Tech I position is an entry-level mechanic position which will allow opportunities to train in Tech II level responsibilities. The Tech I will do general brake, lube and tire repairs, assist Technicians in PM's and other maintenance activities.

The incumbent will be required to work/train with an assigned trainer &/or mentor (a successful Senior Level Technician).

Training will include Heating and Air, brakes, tires, Preventative Maintenance (PM's), transmission/clutch, refrigeration, compliance with EPA and Safety Procedures, administrative/systems processes, assisting and performing other duties/training as assigned per the supervisor/manager.

Requirements:

18 years of age or older

Must be able to read codes and instructions on the computer

Must be able to document repairs on the computer

Additional Requirements: High School Diploma or GED equivalent preferred

Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications

Trainee to 1 year light mechanical repair experience

Mechanical aptitude assessment is required with the ability to work flexible schedules including shift work, weekends, holidays and in different locations.

Internal Candidates: Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.

Responsibilities:

This is a training position to prepare the candidate for a Tech II position.

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <https://www.ryder.apply2jobs.com/>

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Job Title: Office Coordinator - Opt 2 (Option 2 – Typing)

Agency: Children & Family Services
Salary: \$2,874.00 - \$3,740.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1125003-253530

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction of the Office Administrator, performs complex specialized technical functions requiring knowledge of Adoption Screening and Adoption Assistance processes. Coordinates adoption screening scheduling and originates and manages Adoption Assistance logs for Cook County Adoption Staff. Types screening information and monitors Adoption assistance logs for Cook County Adoption Staff. Types screening information and monitors Adoption Assistance expenditures through use of spread sheets and logs. Prepares and coordinates memos, assembles screening packages and assists in maintenance of reimbursements to contract vendors for Adoption Assistance cases.

Minimum Requirements:

Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Monday-Friday, 8:30AM-5:00PM
IDCFS, 1911 S. Indiana, Chicago, IL 60616

Contact: Laverie Jefferson

IDCFS, 100 W. Randolph, Ste. 6-100 Chicago, IL 60601
Phone: 312-814-6823 Fax: 312-814-5040

How to Apply:

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).

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Job Title: Fueler / Truck Wash / Tires

Position Description:

The SE IV will perform tasks related to the Fuel Island including fuel inventories, safety inspections, assisting in Parts Inventory and fueling & washing vehicles.

The SE IV will also perform maintenance tasks such as tire repairs and wheel alignments as assigned by the supervisor.

Requirements:

18 years of age or older

Must be able to read codes and instructions on the computer

Must be able to document repairs on the computer

Additional Requirements:

High School Diploma or GED equivalent preferred

Must have a valid Driver's License and the ability to meet Ryder's driving qualifications

A Commercial Driver's License is preferred

Mechanic or tire experience is preferred

Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

This position is primarily responsible for performing all tasks related to the Service Island including tire repairs, fuel inventories and safety inspections at the maintenance facility.

Responsibilities include:

fueling vehicles, moving vehicles, washing windows and vehicles, recording fuel activity, checking oil, checking tire pressures and reporting service issues to the shop. This position is also responsible for performing minor maintenance tasks such as tire repairs and wheel alignments per company procedure.

Additional duties include:

Tire Inventory, assist in Parts Inventory, Fleet Analysis and Tire Cost.

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Job Title: Revenue Collection Officer I

Agency: Revenue

Closing Date/Time: Mon. 03/07/11 5:00 PM Central Time

Salary: \$3,629.00 - \$5,010.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 4280

Minimum Requirements:

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires access to an automobile and possession of a valid driver's license or access to public transportation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Collection Bureau/Field Compliance/District 2 – Des Plaines

9511 W. Harrison St – Surban North Regional Office Facility

Des Plaines, IL., Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 3-110 Springfield, IL 62702

217-558-0987

Non State Employees: Follow the instructions below.

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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).

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Attendant (Seasonal) Central Region

Job ID: 136

Salary: \$12.57 per hour

Closing Date: 3/13/11

Custodial/Attendant (S)

Date Posted: 2/21/2011

Location: CENTRAL REGION

Date Available: 05/27/2011

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

FLSA: Non-Exempt

Apply at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Custodial>

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