



Job Title Team Leaders (multiple positions)

Company Target

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

Wages To Be Determined

Location: 2209 Howard St

Evanston, IL 60202

An inclusive, energetic culture. Incredible opportunity. A community-focused company. And one of the most powerful brands in the world. You can expect a lot from a career at Target.

Target is currently hiring for the following Team Leader positions.

- Backroom
- Sales Floor

Team Leaders (Hourly Department Managers)

- Lead teams that provide fast, fun and friendly service to Target guests, both face-to-face and by supporting sales floor teams
- Help keep the Target brand experience consistent, positive and welcoming for guests
- Hire, supervise and train team members to achieve Target sales, service and presentation goals

Requirements::

- Cheerful and helpful guest service skills
- Friendly and upbeat attitude
- Previous Retail or Leader experience

Benefits:

- Target merchandise discount •Competitive pay •Medical and Dental Benefits

To Apply

Search for the store zip code or City. You can also visit your local Target stores to apply on the Employment Kiosks located at the front of the stores. Qualified candidates will be contacted.

Target is an equal employment opportunity employer and a drug-free workplace. Minimum Age - 18+ years old

Apply at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=8404308>

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Administrative Services Assistant Job

Date: Feb 19, 2012

Location: Northbrook, IL, 60062, US

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy.

Perform receptionist, clerical, and administrative duties.

This position requires tact, sensitivity and professionalism due to constant interaction with residents and families to guarantee their satisfaction.

In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow.

Be a part of the team leading the nation in healthcare.

Job Specific Details: PT, 2 days per week, Friday 10a - 7P, Sunday 10A - 4P

High School Diploma or GED preferred.

433 - Arden Courts (Northbrook), Northbrook, IL

Apply at http://www.nursing-rehab-jobs.com/job/Northbrook-Administrative-Services-Assistant-Job-IL-60062/1734454/?feedId=145&utm_source=Indeed

Part-time Assistant Inspection Technician

Location: South Holland

Office: Revenue Services

Department: Maintenance

Job Description:

Performs vehicle inspections on new buses and vans. Preps vehicles for delivery to divisions. Performs minor defect repairs. Performs building maintenance in the p.m. and repairs. Other duties as assigned.

Qualifications:

Must be at least 21 years of age and must have, or be able to obtain a valid Class "A" Illinois Commercial Driver's license and requires diesel mechanic experience.

Apply at www.apcebus.com

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Administrative

YMCA - Chicago, IL

Resumes to: hr140dept@yahoo.com with "Administrative Services" on subject line of email Submission Deadline: March 2, 2012

JOB SUMMARY:

The Administrative Services Associate position assists the Office Manager in all aspects of daily work objectives requested by office staff.

In addition, to serving as support for all office staff, this position is responsible for providing back up to the Office Manager.

ESSENTIAL FUNCTIONS:

Provide fast and efficient service to all departments and Fund employees. Assist the Office Manager in the day-to-day operation of the mailroom. Collect, sort and deliver all mail items for the entire office throughout the workday. Provide copy and fax service as requested by office staff.

Maintain a working knowledge of office equipment and systems (i.e. copiers, folder/inserters, labeler and tabber, audiovisual devices, mail machine and scale, beverage machines, shredders, laser printers, fax machines, vacuums, microwave, toaster oven and refrigerators, fitness center equipment). Provide messenger service for deliveries and pick-ups outside of the office.

Assist in the purchase of office supplies and miscellaneous items and maintenance of the USPS deposit accounts. USPS agents in maintaining deposit accounts. Maintain a clean, organized, safe office environment for the work area as well as the entire office and our storage area at 120 Broadway Assist with telephone switchboard as needed. Provide maintenance and cleaning services as requested. Provide catering service as necessary. Performs additional office duties as instructed and assigned.

POSITION REQUIREMENTS:

Education (minimum needed):

High School Diploma

Experience (minimum needed):

2 years of experience or any combination of experience, education, or training that would provide the level of knowledge, skill, and ability required is acceptable. Proficient with computer including MS Word and Excel Excellent communication and interpersonal skills Ability to organize tasks and time to ensure timely completion of all projects.

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Receptionist

YMCA - Chicago, IL

POSITION: Receptionist DATE: February 2012 REPORTS TO: Call Center Supervisor

DEPARTMENT: Customer Service

HIRING RANGE: \$28,000 - \$35,000

Resumes to: hr140dept@yahoo.com with "Receptionist" on subject line of email

Submission Deadline: March 2, 2012

JOB SUMMARY:

The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates and supports the general operation of the Reception Center. In addition this position will provide general office support in a variety of clerical activities and related tasks.

ESSENTIAL FUNCTIONS:

Professionally administers all Reception Center duties by providing fast, courteous and service to all callers, guests and employees Timely notifies colleagues of incoming deliveries or guests Assists management in organizing and tracking the Y-Relations Department's giveaway inventory Assist with other related general administrative support Presents a professional appearance and the ability to maintain a clean, organized work environment Possesses pleasant "telephone voice" with good diction and grammar. Prompt and responsible at redirecting calls and messages

POSITION REQUIREMENTS:

High School Diploma Associate Degree or 2 years of experience working as receptionist, customer service or telephone operator Knowledge of MS Word and Excel Ability to quickly familiarize oneself with other PC network environments.

Strong organizational skills, detail oriented and diligence on work assignments Excellent verbal and written communication skills as well as exceptional interpersonal skills Ability to work independently on assigned tasks and to accept direction on given assignments.

Able to work collectively with the administrative team associates Good attendance and punctuality are a must

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Program & Events Coordinator (Theater on the Lake-Box Office) Job ID: 557

Closing Date: 03/07/2012

Not Specified/Program & Event Coordinator (H)

Location: Central Administration - CULTURE ARTS NATURE

FOR THEATER ON THE LAKE -BOX OFFICE

The summer theatre festival of the Chicago Park District features 8 plays in 8 weeks from the most talented and diverse off-Loop theatre companies. Under supervision of the Managing Director, the Box Office staff (Program & Event Coordinators) will oversee all subscription and individual ticket sales for Theatre on the Lake.

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

SALARY: \$13.39 - \$31.63 PER HOUR

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Program Facilitator - Summer Food Job ID: 570

Closing Date: 03/07/2012

Not Specified/Program Facilitator (H)

Location: Central Administration - CULTURE ARTS NATURE
FOR SUMMER FOOD PROGRAM

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the development, implementation and evaluation of program and special projects. Performs related duties as required.

EXAMPLES OF DUTIES:

Administers day-to-day program operations in an effective and timely manner and works to ensure that the program remains consistent with its design and objectives. Responsibilities may include staffing, scheduling, site visits and evaluation, general troubleshooting and a range of office duties such as payroll administration. Executes budget and makes sure expenditures remain within budget limits. Identifies resources for program supplies and services. Provides technical assistance to park instructional staff to familiarize them with the programs ideas and goals so that staff efforts advance the programs objectives. Collects and reviews program data. Works collaboratively with regions and park staff on program development, staffing and events.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

A Bachelors Degree in education, recreation/leisure studies or a related discipline in social services, cultural enrichment, environmental education, or sports management plus two years experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

SALARY: \$15.27 PER HOUR

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Program Facilitator (H)-Summer Program Job ID: 584

Closing Date:03/07/2012

Not Specified/Program Facilitator (H)

Date Posted: 2/15/2012

Location: Central Administration - CULTURE ARTS NATURE

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the development, implementation and evaluation of program and special projects. Performs related duties as required.

EXAMPLES OF DUTIES:

Administers day-to-day program operations in an effective and timely manner and works to ensure that the program remains consistent with its design and objectives. Responsibilities may include staffing, scheduling, site visits and evaluation, general troubleshooting and a range of office duties such as payroll administration. Executes budget and makes sure expenditures remain within budget limits. Identifies resources for program supplies and services. Provides technical assistance to park instructional staff to familiarize them with the programs ideas and goals so that staff efforts advance the programs objectives. Collects and reviews program data. Works collaboratively with regions and park staff on program development, staffing and events.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

A Bachelors Degree in education, recreation/leisure studies or a related discipline in social services, cultural enrichment, environmental education, or sports management plus two years experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

SALARY: \$15.27 PER HOUR

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Intern (Seasonal) - Summer Food Program Job ID: 568

Closing Date:03/07/2012

Administrative/Intern (H)

Date Posted: 2/15/2012

Location: Central Administration - CULTURE ARTS NATURE

PROGRAM DESCRIPTION: This program provides nutritious meals to children who participate in park programs during the summer. Staff will ensure that parks are complying with city and state regulations regarding safe food handling.

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$8.16- 19.35 per hour

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Intern (Seasonal) - Sailing Program Job ID: 606

Closing Date: 03/07/2012

Administrative/Intern (H)

Date Posted: 2/15/2012

Location: COMMUNITY RECREATION - AQUATICS

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$8.16- 19.35 per hour

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Intern (Seasonal) - Athletics Job ID: 604

Closing Date: 03/07/2012

Administrative/Intern (H)

Location: COMMUNITY RECREATION

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis.

Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$8.16- 19.35 per hour

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Intern (Seasonal) - Movies in the Park Job ID: 580

Closing Date: 03/07/2012

Administrative/Intern (H)

Date Posted: 2/15/2012

Location: Central Administration - CULTURE ARTS NATURE

PROGRAM DESCRIPTION: Teams of three deliver and set up movie equipment in local parks. As well as recording attendance, making popcorn, and promoting park district events to the general public. Work hours are generally 5pm to 12am.

SALARY: \$8.16-19.35 PER HOUR

Apply at <http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

Building Maintenance Person

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs and adjustments on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical and mechanical work. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field. Must have or be able to obtain an "A" Commercial Driver's License and Air-Conditioning Certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position. Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply at www.pacebus.com

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Intern (Seasonal) - Sports 37 Job ID: 563

Closing Date: 03/07/2012

Administrative/Intern (H)

Date Posted: 2/15/2012

Location: Central Administration - SPORTS 37

ENROLLMENT IN SPORTS 37TM APPRENTICESHIP REQUIRED FOR CONSIDERATION

More information at <http://www.afterschoolmatters.org/>

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$8.50- 19.35 per hour

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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).

Option 1 – General

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Job Title: Office Assistant - Opt 2

Agency: State Police
Closing Date/Time: Continuous
Salary: \$2,939.00 - \$3,634.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-43-ISP08-C002

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs a variety of complex data entry and clerical functions, utilizing a number of general office procedures related to the processing of criminal and noncriminal justice submissions. Will be assigned to work unit within the civil and criminal processing section. Performs routine and complex data entry functions related to the criminal history record identification program utilizing a variety of screen formats.

Minimum Requirements: Requires knowledge, skill and experience equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures, and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Varies
Illinois State Police, Information and Technology Command
Bureau of Identification Joliet, IL Will County
Contact: Public Safety Shared Services Center
1301 Concordia Court Post Office Box 19293 Springfield, Illinois 62794-9293
Phone: 217.557.6015

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).

Option 2 - Typing

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 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).

Option 1 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 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:

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).

Option 2 - Typing

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**Shuttle Bus Driver Part Time O'Hare International Airport
Afternoons/Evenings**

Job ID: 2011-41966 Category: Customer Service/Support - Driver
Location: US-IL- Area: Chicago O'Hare Airport
We are an Equal Opportunity Employer M/F/D/V.

Overview:

The primary responsibility of this position is to safely operate an Enterprise shuttle bus between the airport and the rental facility, transporting customers picking up and returning vehicles in a courteous and helpful manner.

Responsibilities:

- Deliver customers and vehicles to appropriate destination in a safe and courteous manner
- Greet each customer personally in a friendly and welcoming manner
- Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment
- Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs
- Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
- Provide appropriate local information, distribute maps and handouts as required
- Communicate with office and other drivers via 2-way radio or cellular phone
- Performs miscellaneous job-related duties as assigned

Qualifications:

- Must be at least 25 years of age. Must have a high school diploma or equivalent.
- Must have a valid driver's license. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.
- Previous driving experience in a similar vehicle (large shuttle van or bus) preferred
- Must have previous customer service experience.
- Must be able to lift a minimum of 50 pounds to assist customers.
- Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work every Sunday
- Must be available to work the following shifts, Sunday 5pm-12pm, Tues 5pm-12pm, Wed 5pm-12pm,
- Must be willing to work for \$9.00/hour

Apply at <https://us-erac.icims.com/jobs/41966/job>

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Budget Planning & Analysis

Job Description:

Under the direction of the Department Manager and Administrative Supervisor, prepares monthly and quarterly budget reports; distributes monthly reports to appropriate budget authorities; prepares final output of the annual budget book; types and ensures timely remittance of items to be submitted to the Board and RTA; responsible for all routine clerical duties including distributing mail, answering phone calls, filing and copying; performs other duties as required.

Qualifications:

Qualified candidate must have extensive proficiency in Microsoft Office Suite including Microsoft Word, Excel, and Powerpoint; must have knowledge and experience using InDesign or graphic design software; must have six to nine years of Administrative Assistant work experience or a four year college degree.

Apply at www.pacebus.com

Job Title: SECURITY OFFICER

Department: Security

Full/Part: Type 1 (72-80 Hrs)

Specialty: Security

Job Number: 2012-0272

(2nd Shift - 2:30 pm - 11:00 pm)

The ideal candidate will possess:

Minimum of High School graduate or GED. Valid Illinois driver's license and good driving record. Intelligent, high degree of integrity, ability to handle confidential matters.

Ability to relate well with people of diverse cultures and backgrounds.

Physically able to perform required responsibilities.

Illinois Firearms Owner's Identification Card. Experience working in a security officer capacity preferred; experience working in a hospital environment a plus. Must have IAHS Certification, or able pass certification exam within 6 months of employment.

Must be able to qualify in the use and maintenance of firearms, departmental equipment or other training programs of the Security Department.

Apply at www.rush.edu

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Mechanic Helper (2)

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform shift responsible duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Perform duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess at least one (1) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program.

Must have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

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Senior Labor Analyst

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager On Call/Supervisor, Operations Labor Relations or designee, assists in performing complex labor, management and operations analysis.

Participates in the preparation, development and review of the annual fiscal estimates and projections for Revenue Services.

Performs operations and labor relations administrative functions including bargained for Family Medical Leave.

Supports divisional staff on special projects and contract analysis.

Maintains library of Arbitration Awards and labor contracts. Other duties for Revenue Services as assigned or required.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Business, Accounting, Finance, Industrial Relations or Public Administration.

Previous experience in accounting, finance, labor relations or public administration preferred.

Must possess excellent written and verbal communication skills, computer proficiency and the ability to work within a bargained-for environment and with individuals from all levels of the organization.

A high degree of confidentiality is required due to the nature of the position.

Must be able to work any hours of the day and any days of the week.

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