

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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# STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT

Workforce Development Issue # 202

**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,229.00 - \$2,939.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

**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

DHS, HCD, Family Community Resource Centers Statewide

For a list of local office addresses

DHS, HCD, Family Community Resource Centers

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](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).

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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services  
Closing Date/Time: Thu. 03/04/10 5:00 PM Central Time  
Salary: \$4,430.00 - \$6,483.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC062  
Bid ID#: DBHS-46176

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in social welfare administration, rehabilitation, counseling, social work, vocational guidance or a closely related field. Requires a minimum of two years experience in a social or rehabilitation agency. Requires working experience providing direct home services to customers in the Division of Rehabilitation Services. Requires extensive travel.

**Work Hours & Location/Agency Contact:** 8:30 am -5:00 pm

Division of Rehabilitation Services (DRS) - REGION I  
Bureau of Home Services Program (HSP)  
100 West Randolph Street (JRT Center) Chicago, IL.

**CONTACT:**

Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

FAXL 217/524-3385

Candidates must be deemed qualified or have submitted an application to CMS to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS100 employment application must be submitted with the bid form to the contact listed above prior to the end of the posting period.

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**Job Title: Customer Service Specialist I**

Office Depot

Job ID: 1060581

Location: Lombard, IL.

Full/Part Time: Part-Time

Regular/Temporary: Regular

**Responsibilities:**

We are currently looking for a friendly, enthusiastic Customer Service Specialist I to drive sales of merchandise, products and services on the sales floor. You will enhance the customer experience by identifying their needs and assisting them with the selection of products and services that will provide a total winning solution. You will also ensure the replenishment of merchandise to the sales floor and adherence to store visual standards. The Customer Service Specialist I follows all store and company policies. In this position you will perform a variety of stocking, sales, cleaning and cashiering duties to ensure excellent customer experience. This position assists in other store functions and tasks as needed.

**Qualifications:**

- \*High School diploma or equivalent education.
- \*Must possess good interpersonal skills necessary to support outstanding customer service.
- \*Must have the desire to be in direct contact with people.
- \*Must be able to lift a minimum of 40 lbs.
- \*Must be able to work varied hours/days as business dictates.

**Pay, Benefits & Work Schedule**

Office Depot offers competitive salaries, excellent benefits packages, which includes a 401(k) and more, best-In-class office products & services, as well as comprehensive development programs. We are an innovative, high-performance company.

Working in our stores provides you with unlimited possibilities to start or expand your career. SELL MORE – EARN MORE with our performance based sales incentives!

How To Apply: Go to [www.officedepot.com](http://www.officedepot.com)

**Equal Employment Opportunity**

Office Depot is committed to providing equal employment opportunities in all employment practices, without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, veteran's status, disability, or sexual orientation. Office Depot complies with the law regarding reasonable accommodation for disabled employees and applicants.

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**Job Title: Assistant Store Manager**

Office Depot

Job ID: 1060569

Location: Vernon Hills, IL.

Full/Part Time: Full-Time

Regular/Temporary: Regular

The Assistant Store Manager contributes to the overall financial performance of the store including merchandise/services sales, expense control, and achievement of sales and profitability goals. You also execute merchandise and visual presentation standards and facilitate the efficient flow of merchandise to the sales floor. The Assistant Store Manager ensures store adherence to all loss prevention procedures. You perform Manager-on-duty functions, as well as any other duties or tasks required.

**Qualifications:**

- \*High School diploma or equivalent education. Associates degree preferred.
- \*Minimum of three (3) years related management experience.
- \*Experience managing financial controls and operational systems.
- \*Outstanding written and verbal communication skills.
- \*Ability to lead in a professional work environment.
- \*Desire to be in direct contact with people.
- \*Well developed problem resolution skills.
- \*Must be able to work varied hours/days as business dictates.

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EOE, M/F/D/V

A smoke free/drug free environment

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**Job Title: Department Manager**

Office Depot

Job ID: 1060327

Location: Chicago, IL.

Full/Part Time: Full-Time

Regular/Temporary: Regular

The Department Manager will be responsible to observe, coach and provide feedback to associates on their use of the 5-Step Selling Process. You will also be responsible to achieve departmental and store established goals for planned sales and profit. You provide input and feedback for the completion of performance appraisals, and assist with the delivery as well as the developmental feedback to the associate. The Department Manager also participates in the interviewing and selection process of newly hired associates who will be assigned within the Department Managers area of responsibility. The Sales Department Manager directs and supervises daily activities to ensure merchandise presentation, signage, price changes, displays and ad sets are in place per guidance.

The Operations Department Manager is primarily responsible for Receiving, Cash Office, DM/LP audits, damaged and discontinued merchandise, etc.

The Services Department Manager is responsible for Copy & Print Depot, Tech Depot Services, Front End, Etc.

Qualifications:

Formal education or equivalent work experience necessary to perform the essential functions of the job.

Minimum of three (3) years related experience.

Must be available to work a flexible schedule including nights, weekends and holidays as needed. Ability to lift 40lbs

Pay, Benefits & Work Schedule

Office Depot offers competitive salaries, excellent benefits packages, which includes a 401(k) and more, best-in-class office products & services, as well as comprehensive development programs. We are an innovative, high-performance company.

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**Job Title: Veterans Service Officer**

Agency: Veterans Affairs

Closing Date/Time: Mon. 03/08/10 5:00 PM Central Time

Salary: \$3,332.00 - \$4,684.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 34-25-10-0010

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veteran' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

- (i) The veteran must have served a total of at least 6 months
- (ii) The veteran served for the duration of hostilities regardless of the length of engagement.
- (iii) The veteran was discharged on the basis of hardship.
- (iv) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. \* Dates of Hostilities specified in Classification Specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact: 8:00 a.m.-4:30 p.m. Monday-Friday

IDVA - National Guard Armory 2900 West Jefferson Street Joliet, IL 60435

Contact: Human Resources

IL Dept. of Veterans' Affairs POB 19432 Springfield, IL 62794

217/785-7208 217/557-7235-fax

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](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).

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### **Receptionist (Bilingual) - Part-time**

Job Type: Part-Time

Location: Chicago, IL

Last Updated: 02/22/2010

Reception Area Scheduler

Salary Schedule and Hiring Range: BU 2 and \$10.03/hr - \$11.08/hr

#### **Job Description:**

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: High School Diploma or GED and three years of experience.

- Language Skills: Fluency in English and Spanish required.

- Other requirements: Must be available to work the first Saturday of the month once in every three month period.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, sit, and walk.

Heartland Alliance makes all hiring and employment decisions without regard to race, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, physical or mental disability, sexual orientation, sexual identity, immigrant status, political affiliation or belief, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the Organization's AIDS Policy Statement of September, 1987. Individuals with disabilities requiring accommodation should contact the Employee Services Office at (312) 660-1431.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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## **Mental Health Clinical Practitioner (Spanish Bilingual) -Unaccompanied Youth Programs (Des Plaines, IL)**

Job Type: Full-Time

Location: Des Plaines, IL

Last Updated: 02/19/2010

BU Salary Schedule 6: \$36,629 to \$40,352

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Master's degree (M.A.) in clinical social work, counseling or clinical psychology; and one to two years of clinical practice experience in either a hospital or community setting providing group and/or individual therapy.
- Certificates, Licenses, Registrations: Status as an LPC or LSW is required (or must be obtained within 3 months of hire). Certification in Non-violent Crisis Intervention techniques (an internal certification) will be required upon hire.
- Language Skills: Bilingual ability in English and Spanish required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

• The employee must occasionally lift and/or move up to 25 pounds.

• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

• The noise level in the work environment is usually moderate

• These residential programs require that employees are available to work any shift, including evenings and weekends, according to programmatic needs, licensing requirements, and/or contract requirements.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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## **Customer Service/Sales/Security | Part-Time Security Officer**

Department: Protection Services

Part Time Positions (24 hours/week, 1st and 2nd shifts)

### Job Description

Under direct supervision of the security shift supervisor, the Security Officer performs a wide variety of protective, service and courtesy duties on the shift to which assigned (1st or 2nd shift). This individual provides a safe and secure environment for visitors and staff, and for Museum collections.

### Responsibilities include:

- Patrol all assigned areas within the Museum and on Museum grounds to observe, caution, instruct, correct, investigate and report activities to maintain order and protect Museum property, visitors and staff
- Respond to requests for assistance and evaluate appropriate courses of action
- Respond to emergency situations such as fire, evacuation plan implementation or employee/visitor injuries
- Maintain a post at assigned Museum entrance to screen incoming personnel
- May perform limited emergency first aid treatment in the absence of EMT
- Prepare required security and incident reports and records (documents actions taken while on patrol or at post)
- Provide customer assistance to Museum visitors
- Any other duties as assigned by Protection Services management staff

### Qualifications

- A high school diploma or equivalent is required
- Previous security, military, or law enforcement experience is desired
- The State of Illinois twenty-hour Security Certification is required upon hire or within a reasonable amount of time.
- Must be able to communicate effectively, orally and in writing
- Must possess the skills necessary to identify security and/or safety hazards and respond as desired
- Position requires the officer to stand, sit and walk throughout the day
- Will be required to lift or move equipment
- Must be able to stand and walk for extended periods of time
- Will be routinely exposed to moderate safety hazards while on patrol
- Will be exposed to all climate conditions while patrolling Museum grounds

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application.

No phone calls please. To apply, go to [www.fmnh.com](http://www.fmnh.com)

The Field Museum is an Equal Opportunity Employer.

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

Agency: State Police  
Salary: \$14.26 - \$18.09 hourly  
Job Type: Intermittent  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-43-ISP08-C003

**Minimum Requirements:**

Requires knowledge, skill and mental development to the completion of high school.  
Requires elementary knowledge of office practices and procedures.

**Work Hours & Location/Agency Contact:**

Varies - Indeterminate

Illinois State Police, Information and Technology Command  
Bureau of Identification  
260 North Chicago Street  
Joliet, IL  
Will County

Contact: Pamela Bowen  
Public Safety Shared Services Center  
1301 Concordia Court  
Post Office Box 19293  
Springfield, IL 62794-9293

Phone: 217/557-6010, ext. 4436

**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](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).

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### **Cook**

Facility: West Suburban Medical Center, Oak Park, IL

Department: Food & Nutrition Services

Schedule: Casual

Shift: Day/PM rotation

Hours: Varies from 5am-7:30pm

#### **Job Details:**

Experience is required

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.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

### **Clinical Aide**

Facility: West Suburban Medical Center, Oak Park, IL

Department: Transportation

Schedule: Casual

Shift: Weekends

Hours: 2pm until 8pm

#### **Job Details:**

Provides transportation services of patients and ancillary equipment to and from the Cardiology department.

Preferably 1 year of experience in Clinical Aide. High school diploma is preferred.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

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## **Manager, Guest Experiences**

Department: Guest Experiences

Status: Full Time

### Responsibilities:

This individual will provide overall management of Facilitator programs and guest engagement strategies.

Monitor the operational effectiveness of Facilitator programs and activities.

Identify staffing needs and coordinate resources to satisfy those needs.

Manage the Facilitator staffing process.

Proactively identify problems and address gaps.

Represent Guest Experiences on cross-functional Museum teams.

Recruit, hire, and manage team of 3-5 Senior Coordinator, Guest Experiences.

Provide regular feedback and coaching to Senior Coordinator, Guest Experiences.

Address escalated guest issues or concerns.

Monitor current programs to ensure they are achieving guest engagement goals.

Work with Coordinators, Developers and Manager, Guest Programs to ensure future programs will achieve guest engagement goals.

Provide feedback to Facilitator on guest engagement skills.

Act as liaison with Exhibits team to ensure exhibits are designed to foster guest engagement and to coordinate changes to current exhibits.

Responsible for performance evaluations

### Qualifications:

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Must have demonstrated successful collaboration experience and have strong team management, team performance maximization skills, negotiating skills, and project management skills.

Must have ability to coach team members on guest engagement strategies, performances, and in using inquiry-based methodologies.

Must possess excellent verbal, written communication skills.

Must be positive and be solution-focused with creative problem-solving skills.

Must have successful experience in working with diversity of skills, professions and cultures.

Must be able and willing to work weekends and holidays.

*The Museum of Science and Industry is an AA/EOE/ADA employer.*

To apply, go to [www.msichicago.org](http://www.msichicago.org)

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## **Administration/Support Staff | Data Services Coordinator**

Department: Membership

1 Full Time Position (35 hours/week)

### Job Description:

The Data Services Coordinator provides support for the day to day operation of the database within The Field Museum's Membership Department. The primary daily responsibility is to enter membership applications into the membership database. The Coordinator is also responsible for the reconciliation of membership lists relating to renewal and rejoin efforts, coordinating membership data with other departments, and researching and problem-solving membership database issues.

### Job Duties:

Responsibilities include:

- Entering member applications and reconciling payments daily into the database based on a schedule (an average of 200 member applications per week)
- Supporting Raiser's Edge (donor database) users within the department and resolving member-related database issues; writing, running and exporting queries as needed
- Producing daily and/or weekly membership statistic reports and completing other database projects as necessary
- Identifying needs for information within the Department
- Assisting Customer Service team as needed by answering member phone lines and assisting members at the membership desk
- Special projects as assigned by Data Services Supervisor and Membership Manager

### Qualifications:

- HS diploma required; college degree preferred
- Two to three year's experience in a non-profit strongly desired
- Candidate must have a minimum of two years' experience in Raisers' Edge data entry and report/query production. Candidate must have experience in database development and maintenance.
- Candidate must be proficient with multiple computer platforms and operating systems, communication software and Internet applications (Web browsers, FTP, POP mail programs)
- Proficiency in MicroSoft Word, Excel, PowerPoint and Access required
- Candidate must have strong analytical and problem-solving skills, excellent English verbal communication and writing skills
- Candidate must be able to work professionally and efficiently in a fast-paced team environment with minimum supervision Candidate must be available to work occasional weekends and some holidays; please note that blackout periods exist where time off can not be scheduled

The Field Museum accepts applications on-line at [www.fieldmuseum.org](http://www.fieldmuseum.org).

No phone calls please.

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## **Customer Service/Sales/Security | Part-Time Security Officer**

Department: Protection Services

Part Time Positions (24 hours/week, 1st and 2nd shifts)

### **Job Description**

Under direct supervision of the security shift supervisor, the Security Officer performs a wide variety of protective, service and courtesy duties on the shift to which assigned (1st or 2nd shift). This individual provides a safe and secure environment for visitors and staff, and for Museum collections.

### **Job Duties**

Responsibilities include:

- Patrol all assigned areas within the Museum and on Museum grounds to observe, caution, instruct, correct, investigate and report activities to maintain order and protect Museum property, visitors and staff
- Respond to requests for assistance and evaluate appropriate courses of action
- Respond to emergency situations such as fire, evacuation plan implementation or employee/visitor injuries
- Maintain a post at assigned Museum entrance to screen incoming personnel
- May perform limited emergency first aid treatment in the absence of EMT
- Prepare required security and incident reports and records (documents actions taken while on patrol or at post)
- Provide customer assistance to Museum visitors
- Any other duties as assigned by Protection Services management staff

### **Qualifications**

- A high school diploma or equivalent is required
  - Previous security, military, or law enforcement experience is desired
  - The State of Illinois twenty-hour Security Certification is required upon hire or within a reasonable amount of time.
  - Must be able to communicate effectively, orally and in writing
  - Must possess the skills necessary to identify security and/or safety hazards and respond as desired
  - Position requires the officer to stand, sit and walk throughout the day
  - Will be required to lift or move equipment
  - Must be able to stand and walk for extended periods of time
  - Will be routinely exposed to moderate safety hazards while on patrol
  - Will be exposed to all climate conditions while patrolling Museum grounds
- No phone calls please.

The Field Museum accepts applications on-line at [www.fieldmuseum.org](http://www.fieldmuseum.org).

No phone calls please. The Field Museum is an Equal Opportunity Employer

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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**Correctional Officer**

**Cook County Sheriff's Merit Board**

69 W. Washington Street, Suite 1100

Chicago, IL 60602

Phone: 312-603-0170

E-mail: [cookcountysheriffmeritboard@cookcountygov.com](mailto:cookcountysheriffmeritboard@cookcountygov.com)

Starting Salary: \$44,790

Sworn Officers: 3,000

Application Deadline: **Until Filled**

APPLICATIONS ALSO AVAILABLE AT MERIT BOARD OFFICE.

**MINIMUM REQUIREMENTS**

- Be a United States Citizen
- Be 21 years of age or older
- Have a High School Diploma or G.E.D. from an Accredited Institution
- Have a Valid Drivers License acceptable to the Sheriff's Merit Board

All eligible applicants will be tested and notified of testing dates. Subsequent to the Merit Boards Certification, the Sheriff's Department of Personnel, under a provision of a conditional offer of employment, may require further testing of certified applicants. Notice of these tests will be mailed to eligible applicants at a later date.

**A \$25.00 Cook County Filing Fee made PAYABLE BY MONEY ORDER OR CERTIFIED CHECK TO THE COOK COUNTY COLLECTOR** will be required with

the completed application to be processed.

**Completed applications may be returned to:**

Sheriff's Merit Board Office

69 W. Washington, Suite 1100

Chicago, IL. 60602

between 8:00 a.m. and 4:00 p.m.

Monday through Friday OR by U.S. Mail

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## Job Title Assistant Managers

Company Pizza Hut

Job Type Full-time Part-time

Hours Varies

Pay Type: Hourly

Wages: Competitive

Location: 1601 N Western Ave  
Chicago, IL 60647

What are we looking for?

The good news is that your training will teach you everything you need to know to succeed on the job.

But there are a few skills you should have from the get-go:

You have at least 2 years of leadership experience in the restaurant, hospitality or retail industry.

You're all about creating a great place to work for your team.

You want to make your customer's day and it shows in the way you are maniacal about serving amazing pizza with a great big smile.

We have a GREAT culture and look for GREAT people to add to our family.

You know who you are --honest, energetic, motivational and fun.

You have a vision for the perfect restaurant, and you know how to get your team to bring it to life.

You set high standards for yourself and for your people.

You're up for a challenge. You love the excitement of the restaurant business and know every day is different.

And, you're at least 18 years old with a valid driver's license, reliable transportation (not public transportation – you may need to drive to make deposits for the restaurant sometimes) and a true desire to learn and grow.

Job requirements: Minimum Age  
18+ years old

How to apply: <http://www.snagajob.com>

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

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,349.00 - \$3,125.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

**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

DHS, HCD, Family Community Resource Centers Statewide

For a list of local office addresses

DHS, HCD, Family Community Resource Centers

**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](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).

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

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,349.00 - \$3,125.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 30 WPM.

**Work Hours & Location/Agency Contact:**

Work hours: 8:30 am – 5:00 pm

DHS, HCD, Family Community Resource Centers Statewide

For a list of local office addresses

DHS, HCD, Family Community Resource Centers

**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](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).

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**Job Title: Office Clerk - Opt 2**

Agency: Gaming Board

Closing Date/Time: Tue. 02/23/10 5:00 PM Central Time

Salary: \$2,420.00 - \$3,119.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IGB 2789

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of office practices and procedures. Requires ability to follow oral or written instructions. Requires working knowledge of alpha-numeric sequencing. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to develop and maintain cooperative working relationships. Requires physical ability to perform duties enumerated above. Requires the ability to type accurately at 30 wpm.

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

Work Location: Illinois Gaming Board

Licensing Division 160 N. LaSalle, Ste. 300 - Michael A. Bilandic Building  
Chicago, IL. Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 3-110 Springfield, IL 62702  
217-782-6238

Current State Employees: Submit a Bid Form and CMS 100 Employment Application to the Agency contact listed above.

Non State Employees: Follow the HOW TO APPLY instructions/link 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](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).

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**Job Title: Public Service Administrator - Opt 1 (Option 1 - Gen Adm/Bus-Mkt-Lbr-Per)**

Agency: Children & Family Services

Closing Date/Time: Mon. 03/01/10 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1000002-000056

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration, and three years of progressively responsible administrative experience in a public or private organization.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM

Location: JRTC, 100 W Randolph, Chicago, IL Supervisor: Womazetta Jones

Contact: Connie Burns DCFS Director's Office

406 E Monroe, Station 70 Springfield, IL. 62701 Phone: 217-785-2509

**ALL BIDS SHOULD BE SENT TO THE CONTACT PERSON ABOVE AND MUST BE RECEIVED BY 5:00 PM ON THE DATE OF CLOSING**

**How to Apply:**

CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

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).

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### **Workers Compensation Claims Adjuster**

Location: Arlington Heights

Office: Internal Services

Department: Risk Management

#### **Job Description:**

The Workers Compensation Claims Adjuster will be responsible for investigating and managing all of the newly reported and existing portfolio of open workers compensation claims

The person in this position will work closely with our Third-Party Administrator and legal defense counsel to mitigate the medical, indemnity, and legal costs associated with work-related injuries and illnesses.

The Workers Compensation Claims Adjuster must be vigilant about managing all aspects of a claim and documenting this activity in our RMIS; including, but not limited to: claim diary system, notes, electronic claim attachments, claim financials, subrogation activity, excess insurer reporting, etc.

The Workers Compensation Claims Adjuster must also author comprehensive claim summary reports, claim settlement recommendations, and monthly Division Claim Status reports. In addition, the Workers Compensation Claims Adjuster will coordinate and direct all outside service providers including the TPA, Legal Counsel, occupational medical providers, and all other ancillary cost containment service providers to reduce the direct and indirect costs associated with work related injuries and illnesses at Pace.

#### **Qualifications:**

5-10 years experience investigating and managing complex workers compensation claims.

Must have Microsoft Word, Excel, Outlook, and PowerPoint experience.

Basic Math Skills required. College degree or equivalent experience is required.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

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### **Operations Administrator, City - Bus Services**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the City Services Manager, monitors data submitted by contractors to ensure accuracy. Responsibilities and tasks include assisting with on site contractor monitoring of contract compliance; assisting with preparation of monthly service reports; maintaining subscription trips and select Scheduling/Dispatching databases. Performs other duties as assigned or required.

**Qualifications:** Qualified candidate must possess a Bachelors Degree in Business, Transportation, or equivalent work experience. Must have a valid driver's license. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications. Qualified candidate must be able to work early mornings and late evenings as well as be able to travel to all areas of the six (6) county region. Must have a good work history.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

### **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. To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

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**Full-time Bus Operators**

Location: North Aurora  
Office: Revenue Services  
Department: Bus Operations

And.....

**Part-time Bus Operators**

Location: Des Plaines  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus. Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers. Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services. Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

**Qualifications:**

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license. Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

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### **Executive Secretary**

Location: Arlington Heights

Office: External Relations

Department: External Relations

#### **Job Description:**

Supports the Deputy Executive Director, External Relations with all administrative activities. Exercises independent judgment to relieve the Deputy Executive Director of routine actions not requiring immediate action. Prepares interoffice communications, correspondences, requisitions, forms and reports of a routine or special nature. Maintains records of expenditures, maintains and monitors budget accounts, and records cumulative balances for designated budget categories. Arranges and schedules meetings including notifying participants, confirming dates and times, reserving meeting site, and preparing materials. Maintains accurate and detailed calendar of events, due dates and schedules related to the External Relations Department to ensure tasks and activities occur as scheduled. Provides complex administrative office support functions requiring thorough knowledge of departmental procedures and precedents. Plans, organizes, controls, and integrates the work of assigned staff. Perform other duties as required.

#### **Qualifications:**

At least three years of progressively responsible secretarial experience. Associate's Degree preferred.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

### **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 Drivers's license and requires diesel mechanic experience.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

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### **Assistant Superintendent of Maintenance**

Location: Melrose Park  
Office: Revenue Services  
Department: Maintenance

#### **Job Description:**

Assists the Superintendent of Maintenance with the oversight of the Maintenance Department at West/South Division. Administer Pace policies, procedures, rules, regulations and enforce CBA. Assist with the oversight, coordination and direction of maintenance staff in daily operations. Provide technical expertise to staff, assist with maintenance budget, review purchasing costs and stockroom activities. Act as Superintendent of Maintenance as required.

#### **Qualifications:**

Must be at least 21 years of age and have a minimum of four years maintenance experience, minimum two years management experience, excellent work history, excellent written and oral communication skills and interpersonal skills. High school diploma or G.E.D., Vocational/technical diploma, Certification ASE Refrigerant, CDL-A, DOT Medical Examiner's Certificate.

To apply, go to [www.pacebus.com](http://www.pacebus.com) and click on employment.

### **Rehab Assistant**

Facility: West Suburban Medical Center, Oak Park, IL  
Department: Physical Therapy  
Schedule: Part-time  
Shift: Day shift  
Hours: 8:00 a.m. - 4:30 p.m.

#### **Job Details:**

Assist in the delivery of rehabilitation services by completing general departmental clerical, maintenance and organizational tasks. Aid therapists with aspects of patient treatment in compliance with Illinois Occupational and Physical Therapy practice acts and professional guidelines. HS Diploma or GED.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

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**Job Title: Lifeguard (Aquatics Dept.) Part-Time**

Chicago Park District

Location: TBA

**DUTIES:** Guards beach and or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, C.P.R. as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and or leads aquatic instruction and recreational activities including, swimming lessons, hydro-aerobics, water polo and swim team.

**MINIMUM QUALIFICATIONS:** Completion of at least two years of High School is recommended. Certification Requirements at time of hire:

American Red Cross Life guarding certificate or equivalent to include:

American Red Cross CPR for Professional Rescuer or equivalent

American Red Cross First Aid or equivalent

American Red Cross AED or equivalent

American Red Cross Oxygen Administration or equivalent

American Red Cross Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

Application Period: 02/22/10 - 03/8/10 / 2010 Wages: \$13.05 per hour

Any vacancy posted is pending Budget approval. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application from [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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**Job Title: Attendant (Various Locations) Seasonal**

Location: TBA

**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.

**MINIMUM QUALIFICATIONS:**

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.

Application Period: 02/01/2010 - 03/01/2010

2010 Wages: \$12.38 per hour

Any vacancy posted is pending Budget approval. \*Resumes must be submitted at the time of application. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application from [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

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**Job Title: Ball Field Maintenance Laborer (Various Locations) Seasonal**

Location: TBA

**DUTIES:**

Performs routine manual tasks to repair baseball and softball diamonds and infields. Rakes, fills and tamps holes in baseball and softball infields.

Loads dirt and transports wheelbarrows.

Hand drags skinned infield areas.

Accurately marks with marker and marble dust, baseball, softball, and possibly soccer and football fields. Measures and lays out bases accurately.

Waters newly seeded areas. Removes litter and debris.

Reports ball field damage or hazards to supervisor.

**MINIMUM QUALIFICATIONS:**

Experience playing or watching baseball, softball, or related sports is recommended.

Experience performing manual labor is also desirable.

Application Period: 2/01/10-3/01/10

2010 Wages \$8.45 per hour

Any vacancy posted is pending Budget approval. \*Resumes must be submitted at the time of application. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application from [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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### **Account Manager 1 NBM**

Company: AT & T

Location: Hoffman Estates, IL

Working as an Account Manager, you will be responsible for revenue generation/value creation, base management, market development and customer relationship building activities for 20 to 100 small to medium accounts with high risk potential which require premise management. You will build contacts with customers and be regularly available and responsive to their interpersonal and business needs.

#### Additional Responsibilities:

Work on key account, group of accounts, or specific geographic area  
Work on new sales planning consisting of a standard pre-packaged solution focus requiring corporate scope  
Demonstrate basic knowledge of the organization's entire product line  
Qualify, engage appropriate technical resources, build solution, propose and close opportunities  
Sell in accordance with company policy, procedures and culture  
Implement plans and actions and contributes to the strategic plan  
Working knowledge of MS Office products

#### Required Qualifications:

One to three years of business to business telecom outside sales experience  
Working knowledge or understanding Voice and data products  
Possess a strong knowledge of value proposition, solutions, and technologies  
Working knowledge of MS Office products  
Experience with Account Team support  
Excellent interpersonal, communication and time management skills, and be able to work in a highly competitive sales environment  
Must have valid drivers license, safe driving record & personal car  
Must be willing to travel and work overtime as needed.

#### Desired Qualifications:

One year of telecom sales experience.  
Skills and ability to quickly learn and support AT&T's Business Voice over IP products  
Experience with CPE including Cisco, Nortel, Avaya and others.  
Three plus years of business-to-business sales experience

AT&T is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce. EOE/AA/M/F/D/V

To apply, go to [www.att.com](http://www.att.com) and click on careers.

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### **College Bursar Assistant I**

Location: Harry S Truman College

Employee Type: Full Time Staff

Department: Business Office

Union Status: Local 1708 - Unit I

Hours: 35 hours per week: Tues - Thurs: 12:00 p.m. - 7:30 p.m.; Frid: 9:30 a.m. - 5:00 p.m.;

Saturday: 8:30 a.m. - 4:00 p.m.

Salary: \$29,726.44

Posted: Monday, February 22, 2010 Closing Date: Friday, March 12, 2010

Duties: Responsible for receiving and processing tuition payments at the cash terminal and assist with student inquiries regarding their accounts.

- Receive, verify, and process cash deposits, tuition payments, and payments of other bills. Prepare the daily bank deposits for armor pick-up.
- Prepare daily cash reports and log sheets for accounts payable.
- Review, verify, and process vouchers, accept and disburse funds in accordance with procedural guidelines. •Match invoices to purchase orders and request updates as needed. Review vendor accounts. •Prepare expense report as needed on vendor budgets and researches outstanding accounts. Contact vendors for outstanding invoices, order updates and other inquiries. •Process registration transactions and assist in student registration activities. •Process third party transactions. •Balance daily cash transactions and cash petty cash warrants. •Assist students with inquiries regarding their accounts. Review system to assess. Match exceptions and problem resolution. •Assist with data for preparing reports. •Assist in student registration activities. •Perform other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

- Qualifications:
- Associates Degree is required; supplemented by 2 years of cash handling and accurate record of cash balancing; or an equivalent combination of training or experience.
  - Good knowledge of basic accounting principles and techniques. Good knowledge of accounting and auditing terminology. Some knowledge of accounting software a plus.
  - Ability to prepare and maintain accounting records; to write simple financial statements and reports; and to supervise work of student assistants.
  - Good organizational skills; verbal and written communication skills.
  - Basic computer skills required.

#### How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes and letters of interest in MS Word format by electronic mail only to:

HR Administrator [trjobs@ccc.edu](mailto:trjobs@ccc.edu) or go to [www.ccc.edu](http://www.ccc.edu) and click on jobs