
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

June 29, 2012

ACCOUNTANT III—(Shelby County- KY Correctional Institution for Women)—Grade 10—(\$2006.08 – \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Oldham County—Luther Lockett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Franklin County- Parole and Victim Services)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CORRECTIONAL CAPTAIN I—2 Positions - (Oldham Co.—KY State Reformatory)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21years of age.

CORRECTIONAL SERGEANT—(Fayette Co. — Blackburn Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21years of age.

CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (Lyon County-KY State Penitentiary) Grade 12-(\$2427.44 - \$3215.72) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree in education (academic or vocational) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree.

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CORRECTIONS EDUCATION SPECIALIST I- Small Engines - (Elliott County-Little Sandy Correctional Complex) Grade 12-(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or vocational) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Morgan County—Eastern KY Correctional Complex Plant)—Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Muhlenberg County—Green River Correctional Complex Plant)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus 1 year experience in the supervision of employees in any field. Additional education in 1 of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Oldham County—Luther Lockett Correctional Complex Plant)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** High School graduate. Must have two years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, two-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for one year of the specific trades experience on a year-for-year basis.

CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Lyon Co. — Corrections Training/KY State Penitentiary)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

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DEPUTY WARDEN III—(Lyon Co.—KY State Penitentiary)—Grade 17—(\$3908.94 - \$5178.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of administrative experience in corrections or law enforcement and 2 years of experience in the supervision of employees. A master's degree will substitute for 1 year of the correctional admin or related experience. Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

DEPUTY WARDEN III—(Oldham Co.—Roederer Correctional Complex)—Grade 17—(\$3908.94 - \$5178.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of administrative experience in corrections or law enforcement and two years of experience in the supervision of employees. A master's degree will substitute for one year of the correctional administrative or related experience. Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

HUMAN RESOURCES SPECIALIST III—(Franklin County—Central Office/Personnel Branch) Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required college education on a year-for-year basis.

MAINTENANCE SUPERINTENDENT I—(Lyon County—Kentucky State Penitentiary)—Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

NETWORK ANALYST I—(Elliott County—Little Sandy Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Related technical or vocational training will sub for the bachelor's degree requirement on a year for year basis. Experience in computer programming, systems analysis, systems support, network technician services or production support will substitute for the bachelor's degree requirement on a year for year basis.

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NETWORK ANALYST II—(Franklin County—Central Office)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Must have 1 year of network analysis experience, OR, 2 years of experience in computer programming, network technician services, systems analysis, systems support or production support. Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science or electrical engineering will substitute for 1 year of the required experience. Experience in computer programming, systems analysis, systems support, network services or production support will substitute for the bachelor's degree requirement on a year for year basis.

OFFICE SUPPORT ASSISTANT II—(Elliott Co. —Little Sandy Correctional Complex)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE INVESTIGATOR—(Jefferson County-Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER I-2 Positions—(Jefferson Co.-Probation & Parole) - GRADE: 12 - (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

SALES REPRESENTATIVE— (Oldham County—KCI/ Luther Lockett Correctional Complex Plant)—Grade 13—(\$2670.20 - \$3354.00) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Experience in outside sales will substitute for the required education on a year-for-year basis. Must possess a valid driver's license.

SOCIAL SERVICE CLINICIAN I—(Shelby Co.—Mental Health Division—KY Correctional Institution for Women) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

TRANSPORT DRIVER I—(Oldham County—KCI/ Luther Lockett Correctional Complex Plant)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of experience in truck driving, stores experience or general maintenance experience. Additional truck driving, stores or maintenance experience will substitute for the education on a year-for-year basis. Additional education will substitute for the experience on a year-for-year basis. Must possess a valid Class B or Class A commercial driver's license.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.