
**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

September 4, 2012

ACCOUNTANT IV—(Boyle County—Northpoint Training Center)—Grade 11—(\$2206.92 - \$2923.38) 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 SECRETARY—(Boyle Co. —Northpoint Training Center)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of office support experience. Additional education will substitute for the required experience on a year-for-year basis. Office support experience will substitute for the required education on a year-for-year basis.

CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Lyon County/Div. of Mental Health)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: Must be certified or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology as a Certified Psychologist, Psychological Associate or Licensed Psychological Practitioner.

CHAPLAIN I—(Lyon County- KY State Penitentiary)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training. Experience as an ordained minister will substitute for the required education on a year-for-year basis. Must have certificate of ordination or denominational/ecclesiastical approval.

CORRECTIONAL LIEUTENANT—(Fayette Co. —Blackburn Correctional Complex)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have two years 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 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 major field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—(Bell Co. — Bell County Forestry Camp)—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.

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CORRECTIONAL SERGEANT—(Oldham Co. — Roederer 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 21 years of age.

CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (Morgan County-Eastern KY 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.

CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (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 FARM CREW LEADER—(Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: High school graduate. Must have one year of agricultural experience. Additional education or training in agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

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 upholstering, 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.

CORRECTIONS PROGRAM ADMINISTRATOR—(Davies Co. —Substance Abuse Planning)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

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CORRECTIONS UNIT ADMINISTRATOR I—2 Positions—(Boyle Co. —Northpoint Training Center)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Morgan Co. —Eastern KY Correction Complex)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Boyle Co. —Northpoint Training Center)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

ELECTRONIC TECHNICIAN III—(Oldham County—Roederer Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High School Graduate. Must have three years of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will substitute for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

HUMAN RESOURCE ADMINR (Franklin County-Personnel Branch) Grade – 15 - (\$3230.84 - \$4,280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel or payroll. Experience in the preparation, review and/or processing of personnel or payroll documents will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II—(Morgan Co. —Eastern KY 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 OFFICER I—(Campbell 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.

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PROBATION AND PAROLE OFFICER I-(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.

SOCIAL SERVICE CLINICIAN I—(Boyle Co.—Northpoint Training Center/Mental Health Division) 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.

WATER AND SEWAGE PLANT OPERATOR II—(Boyle Co.-Northpoint Training Center) Grade 10— (\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have two years in the operation of a water and/or sewage plant. Must have a valid Class II (or higher) water treatment operator's license and/or a Class II (or higher) wastewater operator's license as issued by the Kentucky Natural Resources and Environmental Protection Cabinet.

**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.