
**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 28, 2012

ADMINISTRATIVE ASSISTANT—(Oldham County—KY State Reformatory)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

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 CAPTAIN I—(Lyon Co.—KY State Penitentiary)—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.

CORRECTIONS EDUCATION SPECIALIST I- Adult Education - (Lyon County-Western KY Correctional Complex) (P/T FFTL) Grade 12—(*\$14.93 per hour, Part time-6 hours per week, Federally Funded, Time limited) **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 SERGEANT—(Oldham Co. — Luther Luckett 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.

ELECTRONIC TECHNICIAN III—(Elliott County—Little Sandy 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.

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HUMAN RESOURCES SPECIALIST III— 2 POSITIONS—(Franklin County—Central Office/Division of Personnel Services) 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.

OFFICE SUPPORT ASSISTANT II—2 POSITIONS—(Boyle Co. —Northpoint Training Center)—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.

OFFICE SUPPORT ASSISTANT II—(Boyd Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(Campbell Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(Floyd Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(McCracken Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(Oldham Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(Taylor Co. —Probation & Parole)—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.

OFFICE SUPPORT ASSISTANT II—(Warren Co. —Probation & Parole)—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.

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PROBATION AND PAROLE OFFICER I-2 Positions-(Laurel 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.

PLUMBER LICENSED SUPERVISOR—(Lyon County—Western KY Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

**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.