

---

**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](http://www.personnel.ky.gov)**

---

**January 14, 2013**

---

**ACCOUNTANT IV—(Oldham County—Roederer Correctional Complex)—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 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.

---

**CARPENTER SUPERVISOR—(Oldham County—Kentucky State Reformatory)—Grade 10—**(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Must have four years of carpentry experience. Vocational or technical school training in carpentry or a related field will substitute for the experience on a year-for-year basis.

---

**CLASSIFICATION & TREATMENT OFFICER I—(Shelby Co. —KY Correctional Institution for Women)—Grade 12—**(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

---

**CORRECTIONAL CAPTAIN II—(Lyon County—KY State Penitentiary)—Grade 13—**(\$2848.22 - \$3791.68) **MINIMUM REQUIREMENTS:** High School graduate. Must have four years of experience in corrections, law enforcement, criminal justice or social work dealing with the 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 twenty-one years of age.

---

**CORRECTIONAL INDUSTRIES OPERATIONS MANAGER—(Elliott County—Kentucky Correctional Industries/Little Sandy Correctional Complex)—Grade 15—**(\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years specific trade(s) experience in welding, metal working, 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 of experience in the supervision of employees in any field. Additional experience or technical training in one of the above fields will substitute for the required education on a year-for-year basis. Must possess a valid driver's license.

---

**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

---

January 14, 2013

---

**CORRECTIONS RECREATION LEADER—(Oldham County—KY State Reformatory)—**Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis.

---

**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Lyon Co. — Western KY Correctional Complex)—**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.

---

**CORRECTIONS UNIT ADMINISTRATOR I—2 Positions—(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.

---

**H R SPECIALIST II—(Boyle Co. — Northpoint Training Center)—**Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 1 year 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 education on a year-for-year basis.

---

**INTERNAL POLICY ANALYST I—(Oldham County—Div. of Medical Services/Oldham County)—**Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

---

**PROBATION AND PAROLE OFFICER I—(Hopkins 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.

---

**PROBATION AND PAROLE OFFICER I—(Perry 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.

---

**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

---

January 14, 2013

---

**PROGRAM COORDINATOR-(Lyon County-Central Office)-Grade 13-(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional experience in management or administration. A master's degree will substitute for one year of the required experience. Administrative or business experience will substitute for the required education on a year-for-year basis.

---

**SOCIAL SERVICE CLINICIAN I—(Graves Co.—Mental Health) 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.

---

**SOCIAL SERVICE CLINICIAN I—(Jefferson Co.—Mental Health) 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.

---

**SOCIAL SERVICE CLINICIAN I—(Rowan Co.—Mental Health) 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.

---

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> 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](http://www.personnel.ky.gov).**