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

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**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)**

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**February 22, 2013**

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**ACCOUNTANT IV—(Fayette County—Blackburn 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.

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**ADMINISTRATIVE SECRETARY—(Fayette Co. — Blackburn Correctional Complex)—**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.

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**CERTIFIED PSYCHOLOGIST/PSYCHOLOGICAL ASSOCIATE/LICENSED PSYCHOLOGICAL PRACTITIONER II – (Fayette County –Mental Health/Blackburn Correctional Complex) –** Grade 15 – (\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:** Must have three years of experience as a Certified Psychologist/Psychological Associate or Licensed Psychological Practitioner or its equivalent as determined by the Kentucky Board of Examiners of Psychology. 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 Practitioners.

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**CORRECTIONS EDUCATION SPECIALIST I- Education & Voc. Training Branch –FFTL- (Boyle Co-Northpoint Training Center)** Grade 12-(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree.

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**CORRECTIONAL FARM MANAGER – (Lyon County – Western KY Corr. Complex)** Grade 13 – (\$2670.20 - \$3554.70) **MIN. REQUIREMENTS:** High school graduate supplemented by 5 years of agricultural experience, OR Graduate of a college or university with a bachelor's degree in agriculture or a related field supplemented by one year of agricultural experience.

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**CORRECTIONS PROGRAM ADMINISTRATOR—(Boyle Co. —Northpoint Training Center)—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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**DEPUTY WARDEN—(Boyle Co. —Northpoint Training Center)—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 admin experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

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

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February 22, 2013

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Lyon Co. —Western KY Correctional Complex)—Grade 10—(\$2006.08-\$2657.70) MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

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**OFFENDER INFORMATION SPECIALIST I—2 Positions—(Franklin County—Off Info/Central Office)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

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**OFFICE COORDINATOR—(Jefferson County—Div. of Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

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**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.

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**OFFICE SUPPORT ASSISTANT II—(Oldham Co. —Roederer 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.

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**POSTAL TECHNICIAN II—(Oldham County—KY State Reformatory)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of postal experience. Additional education will substitute for one year of the required experience. Must have a valid driver's license.

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**SOCIAL SERVICE CLINICIAN I—(Oldham Co.—Div. of Substance Abuse Planning) 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.

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**SOCIAL SERVICE CLINICIAN I—(Pulaski Co.— Div. of Substance Abuse Planning) 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.

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**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).**