
**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

July 12, 2013

ACCOUNTANT IV—(Bell County—Bell County Forestry Camp)—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 BRANCH MANAGER—(Calloway County—Probation & Parole)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have five years of professional administrative experience. A master's degree in public or business administration or a related field will substitute for one year of the required experience. Additional administrative or research experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE BRANCH MANAGER—(Montgomery County—Probation & Parole)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have five years of professional administrative experience. A master's degree in public or business administration or a related field will substitute for one year of the required experience. Additional administrative or research experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Boyle County- Northpoint Training Center)—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.

ADMINISTRATIVE SPECIALIST III—(Franklin County- Central Office/I.T.)—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.

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.

CORRECTIONS EDUCATION SPECIALIST I-FFTL-(Muhlenberg Co- Green River 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 voc.) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree.

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(continued)**

July 15, 2013

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—2 Positions—(Oldham Co. —Roederer 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.

OFFENDER INFORMATION SPECIALIST I— (Franklin Co. — 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.

OFFICE COORDINATOR—(Hardin Co.—Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

OFFICE COORDINATOR—(Pulaski County—Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II—(Franklin Co. —Central Office/Offender Information)—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.

**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.