
**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

April 18, 2014

ACCOUNTANT III—(Morgan County-Eastern KY Correctional Complex)—Grade 10—(\$2006.08 – \$2657.70) **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—(Fayette County —Blackburn Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Jefferson County—Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year 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.

CORRECTIONAL FARM OPERATIONS TECHNICAL ADVISOR—(Oldham County—Roederer Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in agriculture or a related field. Must have three years of agricultural experience. Additional agricultural experience will substitute for the required college on a year-for-year basis.

CORRECTIONAL SERGEANT— (Lyon County —Western KY 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 TRAINING INSTRUCTOR/COORDINATOR I— (Elliot County —Little Sandy 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.

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CORRECTIONS UNIT ADMINISTRATOR II—(Shelby County —KY Correctional Institution for Women)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory 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 County —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.

ELECTRICIAN LICENSED SUPERVISOR—(Lyon Co. —KY State Penitentiary)—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.

H R SPECIALIST II—(Shelby County — KY Correctional Institution for Women)—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.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—THREE POSITIONS—(Lyon County —KY State Penitentiary)—Grade 10—(\$2006.08-\$2657.70) MIN. 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.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Oldham County — Roederer Correctional Complex)—Grade 10—(\$2006.08-\$2657.70) MIN. 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.

OFFICE SUPPORT ASSISTANT II- (Franklin County —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.

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OFFICE SUPPORT ASSISTANT II- (Franklin County –Division of Personnel Services)—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- (Jefferson County –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- (Mason County –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- TWO POSITIONS-(Oldham County –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.

OFFICE SUPPORT ASSISTANT II- (Pike County –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.

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

PROBATION AND PAROLE INVESTIGATOR-(Harlan County—Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE INVESTIGATOR-(Warren County—Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER- (Fayette County—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- (Jefferson County—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- (Logan County—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- (Warren County–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 County —Northpoint Training Center) 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—(Shelby County —KY Correctional Institution for Women) 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, 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.