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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 21, 2014**

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**ADMINISTRATIVE SPECIALIST III—(Lyon County- KY State Penitentiary)—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.

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**ADMINISTRATIVE SPECIALIST III—(Shelby County- KY Correctional Institution for Women)—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.

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**BOILER OPERATOR SUPERVISOR—(Morgan County —Eastern KY Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** Must have four years of experience in boiler operations.

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**CORRECTIONS UNIT ADMINISTRATOR I—(Shelby Co. —KY Correctional Institution for Women)—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.

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**DISTRICT FOOD OPERATIONS EVALUATOR-(Franklin County-Central Office)- Grade 13-(\$2670.20-\$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree with courses in food preparation, food management or a related area. Must have four years of experience in the operation and management of institutional, military or commercial food service operations. Experience in one of the above areas will substitute for the education on a year-for-year basis.

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**H R SPECIALIST II—(Lyon Co. — KY State Penitentiary)—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.

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(continued)**

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February 21, 2014

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**INTERNAL POLICY ANALYST I-(Franklin County-Central Office/Admin Services)-**  
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.

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**OFFICE SUPPORT ASSISTANT II—(Lyon Co. – KY State Penitentiary)—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 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.

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**PROBATION AND PAROLE OFFICER- (Davies 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.

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**PROBATION AND PAROLE OFFICER- (Hardin 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.

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**PROBATION AND PAROLE OFFICER- 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.

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**PROBATION AND PAROLE OFFICER- (McCracken 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.

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**PROBATION AND PAROLE OFFICER- (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.

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**PROBATION AND PAROLE OFFICER- 2 Positions- (Warren 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.

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**PROBATION AND PAROLE OFFICER IV—(Fayette Co.—Div. of Probation & Parole)—**  
Grade 14—(\$2937.20 - \$3890.90) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will sub. for the experience on a year-for-year basis. Must be 21 years of age.

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**SOCIAL SERVICE CLINICIAN I—(Lyon Co. — KY State Penitentiary) 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).**