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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.Careers.ky.gov](http://www.Careers.ky.gov)

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**October 23, 2015**

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**ADMINISTRATIVE ASSISTANT—(Oldham County – Kentucky State Reformatory)—** Grade 9—(\$1945.50 - \$2577.30) **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.

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**ADMINISTRATIVE BRANCH MANAGER—(Franklin County –Central Office/Offender Records)—**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.

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**ADMINISTRATIVE SECTION SUPERVISOR—(Boyle County – Northpoint Training Center)** Grade 15—(\$3446.22 - \$4565.44) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four 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.

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**ADMINISTRATIVE SPECIALIST III—(Oldham County—Luther Lockett Correctional Complex)—**Grade 12—(\$2589.26 - \$3430.10) **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—(Oldham County—Kentucky State Reformatory)—**Grade 12—(\$2589.26 - \$3430.10) **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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**CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Oldham County – Kentucky State Reformatory)—**Grade 14—(\$3133.00 - \$4150.30) **MINIMUM REQUIREMENTS:** 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 Practitioner.

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**CHAPLAIN I—PART TIME (LESS THAN 100 HOURS PER MONTH)-(Boyle County – Northpoint Training Center)—**Grade 14—(\$18.075/HR - \$23.944/HR) **MINIMUM REQUIREMENTS:** Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training. Experience as an ordained minister will substitute for the required education on a year-for-year basis. Must have certificate of ordination or denominational/ecclesiastical approval.

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**JUSTICE CABINET  
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October 23, 2015

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**CLASSIFICATION & TREATMENT OFFICER I – (Morgan County – Eastern Kentucky Correctional Complex)**—Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I – (Lyon County – Western Kentucky Correctional Complex)** Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I – (Lyon County – Kentucky State Penitentiary)**—Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CORRECTIONAL CAPTAIN I—(Boyle County – Northpoint Training Center)** Grade 12—(\$3000 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with 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 21 years of age.

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**CORRECTIONAL LIEUTENANT – (Fayette County – Blackburn Correctional Complex)** Grade 11—(\$2750 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years 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 substitute for 6 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 major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT – (Oldham County – Roederer Correctional Complex)** Grade 10—(\$2500 - \$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.

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**CORRECTIONAL SERGEANT – (Fayette County – Blackburn Correctional Complex)**

Grade 10—(\$2500 - \$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.

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**CORRECTIONS EDUCATION SPECIALIST I – (Oldham County – Roederer**

**Correctional Complex)** Grade 12—(\$2589.26 - \$3430.10) **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 sub for the bachelor's degree.

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**CORRECTIONS EDUCATION SPECIALIST I – (Oldham County – Kentucky State**

**Reformatory)** Grade 12—(\$2589.26 - \$3430.10) **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 sub for the bachelor's degree.

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**CORRECTIONAL INDUSTRIES OPERATIONS MANAGER—(Elliott County – Little Sandy**

**Correctional Complex)**—Grade 15—(\$3446.22 - \$4565.44) **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 upholstering, 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.

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**CORRECTIONS RECREATION LEADER—(Oldham County – Kentucky State**

**Reformatory)** Grade 11—(\$2354.04 - \$3118.28) **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

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**CORRECTIONS RECREATION LEADER—(Oldham County – Luther Luckett**

**Correctional Complex)** Grade 11—(\$2354.04 - \$3118.28) **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

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**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I— (Shelby County –**

**Kentucky Correctional Institute for Women)** Grade 13—(\$2848.22 - \$3791.68) **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 I—(Oldham County – Kentucky State Reformatory)** —Grade 13—(\$2848.22 -\$3791.68) **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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**ELECTRICIAN LICENSED SUPERVISOR—(Fayette County – Blackburn Correctional Complex)** Grade 12—(\$25889.26 -\$3430.10) **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.

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**INSTITUTIONAL RECREATION LEADER— (Oldham County—KY State Reformatory)—** Grade 11—(\$2354.04 -\$3118.28) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor’s degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Boyle County – Northpoint Training Center)—**Grade 9—(\$1945.50 -\$2577.30) **MINIMUM REQUIREMENTS:** Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Boyle County – Northpoint Training Center)** Grade 10—(\$2139.80 -\$2834.88) **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

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Lyon County – Western Kentucky Correctional Complex)** Grade 10—(\$2139.80 -\$2834.88) **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

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Shelby County – Kentucky Correctional Institute for Women)** Grade 10—(\$2139.80 -\$2834.88) **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

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**OFFENDER INFORMATION SPECIALIST I— (Franklin County – Central Office)** Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Graduate 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 SUPPORT ASSISTANT II- (Lyon County – Kentucky State Penitentiary)** Grade 8—(\$1768.70 - \$2342.96) **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 County – Roederer Correctional Complex)** Grade 8—(\$1768.70 - \$2342.96) **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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**PLUMBER LICENSED SUPERVISOR— (Shelby County – Kentucky Correctional Institute for Women)** Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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**PLUMBER LICENSED SUPERVISOR— (Lyon County – Kentucky State Penitentiary)** Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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**PROBATION AND PAROLE OFFICER I- (Boyd County – Probation and 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 I- (Harrison County – Probation and 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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**SOCIAL SERVICE CLINICIAN I—(Oldham County – Roederer Correctional Complex)** Grade 14—(\$3133.00 - \$4150.30) **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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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-( \$2200 - \$2,416.22)  
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**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://Careers.KY.GOV> For questions regarding Applications, Counseling, 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).**